

FAQ's Holy Cross Parish Center Rental

1. Our parish center is a non-smoking building; smoking is not allowed anywhere in the building. Smoking is only allowed on the north side of the building.
2. Allowed:
 - Decorations on tables
 - Use of coffee machine (bring your own coffee)
 - Use of patio coolers (2 available)
 - Use of round tubs (3 available)
 - Use of round beverage coolers for non-alcoholic beverages only (renter should provide personal cooler for any alcoholic beverages)
 - Purchase of ice for .75/bag (pay after event)
 - Free standing decorations
 - Up to 400 guests (total building capacity)
3. _____ Not Allowed:
 - Throwing of rice, confetti, birdseed anywhere on Church/Center grounds
 - Decorations attached with staples, tacks, tape, or command sticks on walls, woodwork, ceiling, windows, window treatment
 - Removing current wall or other Parish Center decorations
 - Removing curtains
 - Attaching anything to the "memorial wall"
 - Portable stages or risers
 - Removal of tables & chairs from the building
 - Leaning items on Parish Center walls
 - Sitting on tables
4. Trash bags are in the kitchen by the small stove. Trash containers are in the back room for your use. Leave them unstacked in the south supply room.
5. There is ice available for use in the freezer marked "ice only". Ice is \$.75 per bag. Parish Administrative Assistant will bill you for the number of bags used or deduct that amount from deposit.
6. If you bring coffee, you can use the Bunn Coffee pot. Directions are in the cabinet to the right of the small stove.
7. There is "Mr. Clean" in a bucket you can add water to, if you have spills that you need to mop. If you must mop the kitchen, please leave the mats rolled up and lying on the island counter.
8. Inside the chair/table storage area, there is a note inside the door, detailing how to return the items to the storage area. Table/chair racks are marked as to how tables & chairs are to be returned to the carts. **Make sure the table tops are dry, otherwise, mold will build up on them.**

Please be careful moving items out of this storage area, as the door has been damaged in the past.

If you need any assistance during your event, numbers are inside the cabinet door to your right when you step into the kitchen. Contract questions should be directed to the Parish Office @ 618-752-5671 and Event or Building questions should be directed to Martha Deimel @ 217-663-8275. Do not call the Parish Priest with questions concerning the Parish Center.

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