

St. Paul's Episcopal Church  
145 Main St  
Southington CT

Conditions for the Use of Church Halls for Private Functions

Form to be emailed or brought to the office ([office@stpaulsouthington.org](mailto:office@stpaulsouthington.org))

1. The Church does not hire its hall but may allow parishioners to use the hall for their own private functions (showers, birthday parties) provided that there is no clash with other meetings. Permission is not automatic and a request may be declined. After checking room availability and have approval with the Church Secretary, the booking is complete. You are responsible for picking up the entry key during office hours and returning it promptly after the event.
2. Only those rooms allocated/approved may be used. All other rooms are out of bounds. The nursery, classrooms, and the memorial garden areas should not be used as play areas.
3. On request, the Church dishes, pots and pans may be used but they must be washed and put away after use. No food can be left in the refrigerator, on cupboards or in freezer.
4. Trash must be removed and placed in the outside dumpster behind the church. Sweep up any spills from the floor. (Broom is in the back stairwell, mop in entrance to parish hall.) All tables and chairs are to be put away. (Two tables may remain up in front of the windows.)
5. No smoking, alcohol or drugs are allowed on the premises or on the grounds. We are very strict regarding this.
6. You are responsible for your guests. If anything is broken or out of order, please contact the office promptly. Please ensure that children are adequately supervised at all times.
7. When you leave, please check that the dishwasher, fans, lights and stove are off. Please be sure the doors are locked and windows closed. Do not leave anything in the freezer. Large bags of ice should be placed in coolers and not the freezer as it damages the inside.
8. The Church bears no responsibility for personal effects left on its premises or for vehicles parked in the parking lot.
9. There is no access to phones on the premises. It is important that you have a mobile phone available in case of an emergency
10. Report any and all injuries on the property promptly to the church office with complete details.

Name of Person who will be responsible for the event \_\_\_\_\_

Date needed \_\_\_\_\_

Hours needed \_\_\_\_\_

Rooms needed

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Do you need a key? \_\_\_\_\_

Please return the key within week following event