

St. Joseph (Sun Prairie) Hall Rental Guidelines

General Rules:

- The Parish Hall is a smoke-free/vape-free environment.
- Please carry out all trash and recyclables. There is a \$50 cleaning disposal fee if this is not performed (we do not have commercial trash pickup available).
- All decorations should be removed after the event. Do not tie balloons or other decorations on ceiling fans. No glitter. No taping on the posts or walls.
- Remove all tape that has been used to secure decorations on tables, chairs or any other part of the premises.

Cleaning Guidelines:

Downstairs:

- No equipment is to be removed from the kitchen. You are responsible for bringing your own containers to transport food from the kitchen.
- After the tables have been wiped clean, please fold chairs and place on tables.
- Floor should be swept and wet mopped, if needed.
- Close all windows and turn off all lights, including rest room lights.
- Make sure all doors are locked before leaving.

Upstairs:

- Close windows and turn out the lights.
- Mop floor with a dry mop first. If needed, use a wet mop. (Be sure to wring mop out thoroughly so as to avoid damaging the finish on the varnished floor with too much water.)

Inquiries please contact:

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