

St. Olaf – Room & Hall Rental Guidelines

- The key FOB will open both the East door (across from church entrance) and the North door (Jefferson Street entrance).
- The Parish Center is a smoke-free/vape-free environment.
- If the fire alarm goes off, immediately call 911. If the alarm goes off and is not an emergency, call 608-266-4920.
- All outside and hallway doors should be kept closed at all times.
- Set up and take down is the responsibility of the renter. Return room to how it was set up. For Hall Rental: Tables (similar style tables stacked together on carts) and chairs (stacks of 12) should be put back the way they were prior to rental.
- Nothing should be attached to the ceiling tiles, walls, doors, doorframes or poles. No command hooks, tape, nails, adhesive, or other means to affix anything may be used.
- All decorations should be removed after the event.
- Groups are expected to furnish their own coffee, cups, plates, and napkins. Items belonging to the parish are not to be used without prior permission.
- All tables and chair surfaces, sinks, stovetops, counters, and carts must be cleaned. Clean up any spills on the floors.
- If any kitchen linens used, please take the linens home, wash, and return them.
- Empty all garbage/recycling receptacles used and place in the large receptacles outside the kitchen door. Put new trash liners in cans as it makes sense to do.
- Everyone needs to exit the building by midnight.
- Return the key FOB to the parish office on Monday following the event.

Inquiries please contact:

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