

St. Thomas - Hall Rental Guidelines

Contact the Parish Office to arrange a time to pick up a key and perform a walkthrough of the rental area. The signed Facility Usage Agreement and payment should be made at this time. Return the key to the parish office on Tuesday morning following the event (or arrange a time).

- 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 doors should be kept closed at all times.
- Set up and take down is the responsibility of the renter. Tables and chairs 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.
- Empty all garbage/recycling receptacles.
- Everyone needs to exit the building by midnight.

Inquiries please contact:

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