

**St. John's Episcopal Church  
Youngstown, NY  
Parish Hall Use Policy**

The Parish Hall is available to parishioners for family gatherings and other small social events of 50 people or less at no cost, if reserved in advance (free will offering gratefully accepted.) Non-parishioners are asked to pay a rental fee of \$75.

The Parish Hall is also available for meetings of support groups and non-profit organizations. A nominal rent may be charged. Please coordinate with the parish in advance.

Please adhere to the following:

- A contact name and current cell phone number must be provided to the parish for all groups and organizations using the Parish Hall.
- If serving food or beverages, please furnish your own cups, napkins, cutlery, plates, etc.
- Beverages containing alcohol are not allowed.
- The Parish Hall can seat up to 50 people for lunch or dinner.
- We have a 100 cup coffee urn and a 40 cup coffee urn for your use.
- We have one stove for your use, and three refrigerators. Two of the refrigerators need to be plugged in the day before your event in order to cool down. Our vintage Garland stove is no longer operational.
- You may decorate the Parish Hall. Please remove all decor at the end of your event.
- You are responsible for cleaning up and taking out the trash and recycling.
- During hot weather, you may turn air conditioning units on, making sure they are turned off before leaving. Heat may be turned up to 64 degrees during cold weather; turn heat down to 58 before leaving. Lock the door when leaving; if you do not have a key, contact one of the wardens or other contact person to lock up.

**Funeral receptions**

For funerals held at St. John's Episcopal Church, the church offers the Parish Hall free of charge depending on availability. All refreshments, serving of refreshments and clean up after the reception are the responsibility of the family of the deceased. Please coordinate with our clergy or one of the wardens in advance and provide the name and cell phone number of the individual or caterer who is responsible for the food and beverage service. Up to 50 people can be accommodated for a sit-down reception.

The information in the previous section (food, beverages, alcohol policy, heating, cooling, clean up etc.) also applies to funeral receptions.

Please sign below to indicate that you agree to abide by the Parish Hall Use Policy:

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Name and cell #

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Date