

Trinity Parish Hall Rentals – Checklist for Renters

Before/During the event

- All doors and windows can be opened; please close the doors if it rains
- Turn on the exhaust fan over the stove before using burners or oven

After the event

- Remove all decorations and equipment from the premises
- Leave trash neatly bagged in the corner of the buffet room by the outside door. Full bags can be left in the barrels, but if they are overflowing start a new bag and leave the full bags tied up next to the barrels. Leave recycling bin in this location as well.
- Use spray cleaner and sponge (provided by the church) to clean the stovetop (if dirty) and the countertops in kitchen and buffet room. If anything was spilled in the ovens or refrigerator clean that up as well.
- You do not need to sweep or mop the floors unless there is a big mess or debris on the floor.
- Check to make sure ovens and stoves are off
- Check to make sure nothing was left in refrigerator

Rules for Renters:

- USE NO TAPE OF ANY KIND ANYWHERE
- No nails, thumbtacks or anything else that can leave a hole
- No food in the conference room
- Sterno may be used with appropriate food warmers on the buffet counter only
- NO OTHER OPEN FLAMES allowed
- No smoking anywhere on the property, including outside in the gardens or parking lot.
- Alcohol may be served with proper supervision, but not sold. Renter must obtain event liability insurance if alcohol is to be served (personal liability insurance coverage is not sufficient).
- No glitter, confetti or any other items that would need to be swept up
- So as not to disturb our residential neighbors, music and noise must be kept to a level that cannot be heard beyond the church property.
- All renters and guests must vacate the property by the end of the contracted rental period, including cleanup time. There can be no extensions of the rental onsite. The church host will be there 20 minutes before the end of your rental period to ensure clean up and vacating the premises happens on time.