

# St Luke's – Saxonburg

## Rules and Guidelines for Centennial Hall

1. All property use arrangements must be made through St. Luke's Office Manager, who may be reached by phone at (724) 352-2333 or by email at [stlukessaxonburg@gmail.com](mailto:stlukessaxonburg@gmail.com)
2. Minimum Donation Amounts
  - A. Centennial Hall (approx. 150 people)  
*Centennial Hall basement (Sunday School Rooms) is not included.*

Non-member	Hall	\$125
	Hall w/ Kitchen	\$150
Member	Hall	\$75 (with or without kitchen)
  - B. Hattie Cooper Room (Conference Room – approx. 20)  
*Two conference tables with seating and sitting area with couches/chairs.*

Non-member	\$65
Member	\$65
  - C. Church/Centennial Hall Sunday School Room (size varies)  
*Each room contains tables and chairs with the exception of the Star and Youth rooms, which contain a sitting area with couches/chairs.*

Non-member	\$20
Member	(no fee)
3. A \$100.00 security deposit is required for the use of Centennial Hall (CH). The security deposit will be returned upon inspection of the hall after the scheduled event. If damage is done to church property during an event the deposit will be forfeited.
  - a. The repair of any damage done to church property during an event is the responsibility of the person who signed the agreement form. If repairs are required, this person is responsible for obtaining three separate bids for the repairs and providing these bids to the Office Manager. Church Council will review and select one of the bids or secure a comparable bid. Approval must be secured before any repair work is begun on church property.
4. No smoking is permitted inside the building.
5. Alcoholic beverages and any controlled substances are not permitted on St. Luke's property at any time.
6. Use of church property on Sunday cannot start until 2:00 pm. Supplies and decorations cannot be stored prior to this time without specific permission of the Office Manager.
7. General Maintenance/Use
  - a. No decorations may be hung from the ceiling or attached to the walls.
  - b. If doing craft projects, please cover the tables.
  - c. Remove any garbage produced and take it to the dumpster in the parking lot.
  - d. Dry sweep the floor with dust mop found in the Sexton's closet.  
DO NOT USE WATER ON HALL FLOOR. Any spills should be wiped up with paper towels or a cloth.
  - e. Tables, chairs and kitchen supplies are returned to their original locations.
    - i. When using the kitchen please provide your own linens.
    - ii. All utensils, pots, pans, serving dishes, etc. must be washed and returned to their original locations.

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- f.* The coffee pot is available for use, but all supplies (coffee, filters, sugar, creamer, etc.) are not provided.
  - g.* Do not prop the doors open, doors should be closed at all times.  
Use the wrench found on top of the metal bulletin board inside the door to unlock the door. Put the wrench in the screw under the door handle and turn counter clockwise until the bar on the door contracts unlocking the door from the outside.
  - h.* All water sources must be turned off before leaving.
  - i.* All lights must be turned off before leaving.
  - j.* The thermostats may be changed, but upon leaving thermostats must be set to 58 in the winter and 78 in the summer. Please see directions in and above thermostats.
  - k.* All entry doors must be locked when leaving.
8. Safety
- a.* **There is a timer for the parking lot lights in CH closet upstairs.** To ensure the safety of guests, it is required that you turn on the lights if you are using CH after dark.
  - b.* If having children in the parking lot, please use orange cones to block traffic between the church and hall.
9. Parking
- a.* Do not park in “Reserved” parking for any reason.
  - b.* Do not park in the handicap spaces unless you have a permit.
  - c.* No signage is permitted over the exit sign in the parking lot

**Checklist: Please note that we are a table decoration only facility. No decorations may be hung from the ceiling or attached to the walls.**

Before leaving the building/property:

- \_\_\_\_\_ All decorations are removed.
- \_\_\_\_\_ Tables, chairs and kitchen supplies are returned to their original locations.
- \_\_\_\_\_ Refrigerator and freezer doors are completely closed.
- \_\_\_\_\_ All water sources are turned off, including the bathrooms.
- \_\_\_\_\_ All lights are turned off, including the bathrooms.
- \_\_\_\_\_ All garbage and trash is placed in the garbage receptacles outside Centennial Hall.
- \_\_\_\_\_ Thermostats are set to the original setting if it was changed. (58 hold in winter, 76 in summer)
- \_\_\_\_\_ All entry doors are locked.
- \_\_\_\_\_ Kitchen window is to stay ajar.

**In case of emergency, contact Kerri Hay, Sexton, at 724-766-4794 immediately.**