

USE OF STAUB HALL GUIDELINES

Church of the Epiphany, Southbury

Staub Hall is available free of charge for use by parishioners following a Baptism, Confirmation, Wedding, Funeral, or Memorial Service held **in Church of the Epiphany**.

USE OF STAUB HALL BY:

Not-for-Profit groups including set-up and clean-up time with use of tables and chairs:

- \$10.00 per hour (use of the kitchen an additional \$20 per hour)

For-profit groups including set-up and take-down time with use of tables and chairs:

- \$25 per hour (use of kitchen an additional \$25 per hour)

Individuals including set-up and take-down time with use of tables and chairs

- \$50 per hour (use of kitchen an additional \$25 per hour)

Deposit of 50% of anticipated charges are required prior to event.

REGULAR WEEKLY OR MONTHLY meetings including charges and times, should be arranged with the Parish Administrator and approved by the Vestry.

In the event the hall is not vacated in the condition it was in prior to use, repairs or janitorial services incurred will be billed to the renter.

Arrangements should be made through the Church office at 203-264-8150.

Rector: Rev. Marston Price

Parish Administrator: Cindie Boisits

Rented by _____

Approved by _____ for Church of the Epiphany

Date _____

Revised August 2018