

Renting Utopia Hall

Below are the guidelines for renting St. Thomas More's Utopia Hall and the insurance information for serving alcohol:

The cost is \$350 for parishioners or \$450 for non-parishioners, which is due the week of the event. The keys will not be given to you until this is paid. The deposit to hold the date is \$100, which \$50 is returned the week following the event as long as the hall is left in the condition in which you found it.

You have access to Utopia Hall and the kitchen beginning at 9am and concluding at 11pm for weekend rentals. **The alarm automatically comes on at 11pm, so the premises must be vacated before 11pm.** For weekday rentals, please consult the rectory for rental hours. Keys are both picked up and dropped off at the rectory (left in the mailbox if the rectory is closed).

As part of your Utopia Hall rental, you **do not** have access to the gym or any gym equipment. **Failure to follow this rule will result in a forfeit of your rental deposit. Your rental deposit will also be forfeited if you enter an unauthorized area and set off the burglar alarm and the police need to be called.**

Smoke machines are not allowed to be used. If the fire alarm is set off and the fire department is called, **you will forfeit your rental deposit.**

A week before the event, please let us know how many tables (both long and round) and chairs you will need and our maintenance department will set them up for you.

If you intend on serving alcohol, there is an additional cost of \$135 made payable to St. Thomas More to cover insurance through the Diocese of Cleveland. No selling of alcohol is permitted. The insurance form for this can be returned to the rectory with your deposit with the middle section and last section filled out. Security is required if there is alcohol on the premises. We will book the security for you through the City of Brooklyn Police Department (The rate is \$50/hour, but can be confirmed with the Police Department).

If you have any further questions, please feel free to email Lisa Carson at rectory@stmparish.net or call 216-749-0414 (Monday-Friday, 9:00am - 3:00pm).

UTOPIA HALL RENTAL GUIDELINES

KITCHEN

- ❖ Bring your own supplies- towels, dish detergents, utensils, etc.
(If you borrow towels, put them in the basket under the sink. If you borrow utensils, put them back where they belong. Failure to do so will result in a forfeit of your rental deposit.)
- ❖ Check stove and make sure burners and oven are off and clean
- ❖ Clean up spills
- ❖ Clean up the microwave if you used it
- ❖ Wipe all counters
- ❖ Clean sink (Please DO NOT leave anything in the sink area)
- ❖ Sweep floor (only use the Swiffer & broom provided in the kitchen)
- ❖ Take home food from refrigerator
- ❖ Empty garbage and put trash on the cart by the supply room– **if the cart is unavailable, please leave the garbage bags in the cans (make sure the bags are tied up)**
- ❖ Turn off lights & fan
- ❖ Lock the door

UTOPIA HALL *ABSOLUTELY NOTHING IS TO BE ATTACHED TO THE WALLS*

- ❖ Wipe down tables
- ❖ Mop or sweep floor (Only use mop/broom from supply room)
- ❖ Empty garbage and put trash in the cart
- ❖ Turn off lights. If you turn the thermostat up or down, please return to the original setting.

BATHROOMS

- ❖ Pick paper and trash off of the floors
- ❖ Check sinks
- ❖ Check toilets (flush if needed)
- ❖ Turn off lights

PLEASE DO NOT DRIVE ON THE SIDEWALK AND PULL YOUR CAR UP TO THE DOORS WHEN DROPPING OFF FOOD & SUPPLIES. A CART IS AVAILABLE IN THE KITCHEN TO AID IN CARRYING IN YOUR ITEMS

*****Please note that failure to follow these guidelines will result in a forfeit of your rental deposit. Thank you for your cooperation!*****