

**Church of St. Marcus Social Hall/Kitchen Rental**  
**8701 Main Avenue (Mail - PO Box 237) Clear Lake, MN 55319**  
**Phone: 320-743-2481 (Church) OR 320-743-6220 (Rectory)**  
**stmarcussec@frontiernet.net**

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The social hall is available to parishioners and non-parishioners for special events.  
**St. Marcus reserves the right to cancel any prepaid, planned event at any time, due to a funeral and the hall is needed for the funeral lunch.** If this happens, your money will be reimbursed. Use of these facilities is limited to the entry areas, rest rooms, dining area, and kitchen.

The social hall may be reserved by contacting the parish office at 320-743-2481. Approval of applications are at the sole discretion of the Church of St. Marcus. The Church of St. Marcus is not responsible for any loss, liability, or damage arising from the renter's use of the facility. Please use the parking lot and do not park in a manner that blocks access to neighboring driveways. Smoking is prohibited in the facility. Alcohol and any illegal drugs are not permitted. No keg beer is allowed. If you have any questions about this, you need to speak to Father at 320-743-2481, Extension 2.

The Social Hall has approximately 40, six foot long tables and 200 chairs.

**Rental Fees:** Parishioners - \$75.00 / Non-parishioners - \$125.00  
\* There is no fee for approved Non-Profit Groups. \*

Refunds will be made for cancelled events when the event has been prepaid. The facilities will be opened and locked by a designated representative of the parish. The social hall may comfortably accommodate up to 200 people.

**THE RENTER AGREES TO MEET THE FOLLOWING REQUIREMENTS:**

- **Renter will provide & use their own disposable plates, napkins, silverware, cups, plastic wrap, aluminum foil, baggies, etc..**
  - \* If Renter chooses to use the church's plates, cups, silverware, bowls, platters, trays - everything used must be cleaned, dried and put away.
    - \* Excessively amplified or loud music is not allowed.
    - \* No tape or adhesive will be applied to the walls, doors or ceiling.
  - \* Use of these facilities is limited to the entry areas, rest rooms, dining area, and kitchen.
    - \* **Please watch children so they do not enter other areas.**
    - \* All tables, chairs, and counters used, must be cleaned.
    - \* All tables and chairs shall be returned to their original places.
      - \* All carpet areas should be vacuumed.  
*(Vacuum cleaners are in the large, walk-in kitchen closet.)*
    - \* Kitchen floor should be swept clean & any spills mopped up.  
*(Broom, dustpan and mop bucket are all located in the small kitchen closet).*
  - \* Please clean kitchen counter tops and put back anything you may have moved.

**RENTER IS TO KEEP THIS FORM.**  
**PLEASE BRING WITH YOU ON THE DAY OF YOUR EVENT**