



# Church of the Holy Spirit

**INFORMATION  
about  
RENTING  
and  
USING**

## **THE PARISH HALL**

**Church of the Holy Spirit, Episcopal  
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## Our Parish Hall

The Parish Hall at the Church of the Holy Spirit, Wayland, is available for rentals throughout the year. We are proud to provide our spacious, flexible-use Parish Hall at low cost to those seeking rental space in MetroWest for meetings, classes, receptions, social events, and a variety of other functions.

Our space is handicap-accessible, and has capacity for up to 160 people. There is a kitchen, and tables and chairs are available in the hall. A restroom is nearby on the same level. Our large lot provides ample parking space for guests.

Unfortunately, we are not able to rent our Hall for weddings. Please contact the parish clergy to arrange religious services at our church according to the usages of the Episcopal Church.

## Guidelines for Rental and Use

1. Schedule your event on our calendar by contacting our Parish Office. Then, make arrangements through our Parish Office to pick up a key prior to your scheduled event.
2. If this is your first time using our facility we will be glad to show you around and explain such things as: lights, heat, kitchen, bathroom, exits, *etc.*
3. The restroom on the main level is the one that should be used. (Those on the lower level are reserved for our childcare tenant.)
4. Please keep areas in front of all exits clear in case of an emergency.
5. As you leave, make sure all lights and appliances are turned off; please also be sure small electrical appliances are unplugged.
6. The Parish Hall is to be left as found. You are responsible for a thorough cleanup.
7. Lock all doors and close all windows, remembering to double bolt the entrance door.
8. Return the key to our Parish Office as soon as possible, unless you have made another arrangement.

9. Please park in the parking lot or west side of the drive-through, as the east side of the driveway (the side near the building) needs to be kept free in case fire or other emergency vehicles need to enter. Please treat our driveway as “one-way,” going south to north.

10. We rent the Hall by “units” of time – a “unit” being a morning, afternoon, or evening. The standard rental fee for use of the Hall for a morning, afternoon, or evening is \$150.00/unit. Fees for longer-term and special-circumstance rentals may be arranged otherwise with the Rector. Please make inquiry through the Parish Office.

11. Rental fees are due prior to the rental date. Checks, payable to “Church of the Holy Spirit,” may be given to the Parish Administrative Assistant or placed in an envelope and slipped under the office door. If you have any questions you may call the church before your event.

Thank you for considering our Parish Hall as the venue for your event!