

St. Henry Church Fellowship Hall

We are happy that you have selected St. Henry Church Fellowship Hall for your event. Please contact Sarah Knies, Facilities Coordinator, at sknies@sthenry.org or (615-352-2259 ext. 133) to schedule your event and for more information.

SCHEDULING THE FACILITY

For purposes of reserving space at St. Henry Church, the term “parishioner” is defined as a person/family officially registered through the parish office, contributing regularly, and actively participating in the life of the parish for a period of one year prior to an inquiry and request to reserve space. Exceptions will be made for person/families who have joined the parish within the past year and have a letter of reference from their previous parish stating that they were active, contributing members of that parish.

The Fellowship Hall will be available in the following order of priority:

1. Official parish events. Official is defined as groups and organizations that come under a Parish Council committee.
2. Parishioner events for appropriate functions.
3. Non-parishioner events by groups with objectives which are consistent with the mission and value of St. Henry Church, are known to St. Henry Church and are approved by the Pastor or his designated staff representative. St. Henry Church will rent to charity and non-profit groups but not to for-profit groups whose purpose is to make money.

A Saturday daytime event must end by 3:30 p.m. in order to avoid conflict with the 5:00 p.m. Saturday Mass parking requirements. Saturday evening events/wedding receptions begin at 7:00 p.m. and end by 11:30 p.m., and caterers and cleaning crews vacate the premises no later than 12:30 a.m.

EQUIPMENT AVAILABLE

Dimensions of the Fellowship Hall: 82.10 feet x 83.4 feet. 6800 square feet.

- Tables:** available for all events
- 20 - 60 inch round (seat 8-10)
 - 4 - 72 inch round (seat 10-12)
 - 8 - 6 foot rectangular
 - 4 - 8 foot rectangular

Chairs: 325 chairs available for all events

Bars: 2 available

Beer Keg: 2 available

Coolers: 2 commercial coolers available. Home-style coolers are not allowed.

Kitchen: All groups which use the kitchen are required to consult with Sarah Knies, Facilities Manager, prior to using the kitchen.

