**Rental Agreement**

**St. Catherine of Sienna Multi-Purpose Center**

 **Initial**

\_\_\_\_1. A rental fee of **$650.00 plus $100.00** insurance fee for the use of the Multi-Purpose Center for a limit of four (4) hours will be charged per event. (This price is for **all functions** **held in this facility** - large parties, wedding receptions, class reunions, family reunions baby/bridal showers, etc.) Any event exceeding the four (4) hour limit will be charged an additional $50.00 per hour. This additional amount will be deducted from the deposit. (see #2 below).

\_\_\_\_2. Anyone renting the Multi-Purpose Center is required to pay a **minimum deposit of** **$150.00 ($50.00 will be used as the booking fee and $100.00 as the security deposit).** If no damages occur, the security deposit will be refunded. Payments on rental agreement may be made in installments; however, the balance must be paid within ten (10) days prior to the event, or the deposit will be forfeited.

\_\_\_\_3. Anyone unable to keep the scheduled date shall notify the St. Catherine of Sienna Administrative Office (Lessor) within ten (10) days prior to the scheduled event, or he/ she will lose the deposit.

\_\_\_\_4. The Center will not be used for any political functions. Hardship rentals (medical, family disaster, etc.) will be done on a case by case basis for registered parishioners, in good standing, only. **The final decision for a hardship rental will be made by the pastor.**

\_\_\_\_5. Anyone renting the Center for an event may come in the day before the event to decorate if there are no other scheduled events. **A four (4) hour time limit** will be given for decorating. Any additional time will be charged **$10.00** an hour. This amount will be taken from the deposit.

\_\_\_\_6. Any damages to the Center will be the sole responsibility of the person who signs the Rental Agreement for the event.

\_\_\_\_7. **The Center will not be rented during Holy Week.**

\_\_\_\_8. There will be no alcoholic beverages allowed at any Youth functions.

\_\_\_\_9. St. Catherine of Sienna is designated a Smoke Free Zone. No smoking is allowed in the Center or any facility in the St. Catherine Complex.

\_\_\_\_10. All bookings must be made a minimum of at least twenty-one (21) days in advance so the **mandatory** Diocesan Special Events Insurance **coverage** could be approved.

\_\_\_\_11. The Center will not be used by any individual(s) to make a profit. **(This rule may be** **waived at the discretion of the pastor.)**

\_\_\_\_12. The Center and premises must be vacated within one (1) hour after use.

\_\_\_\_13. All evening events must end by midnight. There are no exceptions.

\_\_\_\_14. **There will be a flat charge of $300.00 for funeral repasts for parishioners of St. Catherine. For funeral repasts of non-parishioners, the flat charge is $350.00. No cooking on premises will be allowed. Food must be cooked and prepared elsewhere. It may be “heated and served only” due to insurance restrictions. Arrangements must be made through administrative office.Funds payable in one (1) installment. No refund**

\_\_\_\_15. The person signing the rental agreement /contract is fully responsible for any and all damages that may occur and are not covered by the $100.00 damage fee during occupancy. If the damage(s) exceeds the damage fee of $100.00, the renter is expected to remit the balance within two (2) weeks after notification of such damages.

\_\_\_\_16. No chairs, tables, carts, shelving or any other movables are to be removed from the Center, the conference room, storage areas or any other area of the building. Round banquet tables and matching chairs are not to be removed or interchanged with tables from Youth Activity Center. Rectangle tables from Youth Activity Center may be transported to Multi-Purpose Center if needed.

\_\_\_\_17. **No chairs or tables from either center will be loaned or rented out. No exceptions.**

\_\_\_\_18. All Saturday morning and early Saturday afternoon events **must** end and premises vacated by **3:30 PM**. All Saturday evening events **may not** **start** prior to **6:00 PM**.

\_\_\_\_19. Cancellation: If the center is reserved for a certain date and is later cancelled, the deposit is non-refundable and forfeited. A new rental agreement contract must be signed for a later date if the renter still wishes to use the facility.

\_\_\_\_20. All activity- music, dancing, eating, games, etc. are to be contained within the confines of the building being rented. No loitering outside the building, inside cars or in the parking lots surrounding the facility

\_\_\_\_21. It is the responsibility of the Renter or his/her agent to hire and provide security beforehand for his/her event if they foresee that #20 may become problematic and cannot be adhered to.

\_\_\_\_22. Parish Organizations and Ministries have priority in obtaining the use of the Center. All requests for dates must go through the Administrative Office and be placed on the calendar. **All** **individual church organizations using the Center for fundraisers must pay the Diocesan Special Events Insurance of $100.00 at least three (3) weeks in advance of their event.** Clean-up will be required of each organization immediately after their event. **See clean-up requirements in** **# 27.** **(No cooking is allowed by any organization in any facility at monthly meetings or gatherings. Any foods served must be cooked and prepared elsewhere, and may be “served only” at meetings due to insurance restrictions.)**

\_\_\_\_23. All teenage dances, or parties must be chaperoned by at least six (6) able bodied adults and at least one security person. Absolutely no smoking or drinking of alcoholic beverages inside or outside of center will be permitted.

\_\_\_\_24. Renter will be provided with air-conditioning/heat, lighting, use of rest rooms, tables, chairs, serving carts, full commercial kitchen which includes refrigerator, freezer, commercial stove with oven and microwave oven. The lessor will also supply bathroom tissue, paper towels, hand soap, dish detergent, and trash liners for trash cans. Renter will not be allowed the use of cooking utensils belonging to the church (pots, pans, spoons knives, etc). Any of these items may be brought in for use by the renter. **(Exception: The pantry will be unlocked for any parish** **sponsored function and all utensils will be at the disposal of the parishioners.)**

\_\_\_\_25. **St. Catherine of Sienna Parish or its representative(s) is not responsible for any loss or damage to personal belongings and/or property before, during or after the period of your event.**

\_\_\_\_26. **Decorations are allowed on the tables only or must be self supporting on the floor.** **There will be no tacks, tape, nails staples, glue, etc. on tables, chairs, walls, ceilings windows or doors. Curtains may not be taken down. No loose rice or birdseed may be used inside of the building**.

\_\_\_\_27. **CLEAN-UP**

A. All tables must be cleaned and wiped off. Chairs/tables orderly arranged or folded and put away.

B. All decorations must be removed from the building inside and outside.

C. All dirty trash can liners must be thrown away and replaced with clean ones.

D. All floors must be swept and mopped of any large wet spots remaining

E. All gum, candy and shoe marks must be removed.

F. No trash or debris on grounds surrounding building or in parking lots.

G. All large bags of garbage and trash must be hauled away by renter or his/her agents.

H. The Center must be left in the same condition in which it was found.

I. The Administrative Office Manager must have final approval before deposit (refundable/damage) fee is refunded

J. Refunds, if applicable, will be made by check within one (1) week after the event and a full inspection of the

 facility has been completed .

**If the above conditions are not met, renter will not receive deposit refund and will not be eligible to rent St. Catherine of Sienna’s facilities in the future.**

**I, the undersigned, have read and understand the fees, rules and policies as specified in this Rental Agreement/Contract. By signing, I agree to abide by all within said Rental Agreement/Contract as stated.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Lessee)**

**Witnessed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Capacity: 200 Banquet Seating**

 **Administrative Assistant (Lessor) 300 Theater Seating**

**Witnessed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Pastor (Optional)**