

St. Rose of Lima Catholic Church – Facilities Rental Information 2017 - 2018

1. The parish hall or classrooms may be rented to parishioners, non-parishioners or approved non-profit organizations.
2. There is NO SMOKING in the parish hall and classrooms. Designated smoking areas are positioned behind the hall where the smoking receptacles are located.
3. The time of rental begins when the door is opened and utilities (lights, air conditioning, heating, etc.) are turned on (except for parish hall day rentals).
4. The time of rental ends when the door is locked and all utilities (lights, air conditioning, heating, etc.) are turned off (except for parish hall day rentals).
5. Renters are required to leave the hall as they found it. The floor is to be swept and all trash is to be placed in the trashcans. Before leaving, all trash cans are to be emptied into the dumpster outside. If a major spill/mess occurs, mopping is necessary. Otherwise, sweeping will suffice. We recommend letting us clean after your event for the cleaning fee listed below.
6. The hall or classroom must be cleared of belongings of the individuals/organizations using it immediately after the event is over to prepare for the next event. The parish is not be responsible for any personal articles or any equipment brought on the campus.
7. Return all tables and chairs where you found them.
8. Ensure that the lights are turned off, and (where applicable) the toilets are flushed, the water faucets and fans are also turned off prior to leaving and locking the door.
9. Breakdown of costs is as follows:

Parish Hall	\$ 50 per hour (\$25 for registered parishioners) OR \$400 day rental, (\$200 for registered parishioners)
Cleaning Fee	\$150, refundable after inspection
Diocesan Insurance	\$100 non-refundable, applied and paid for online, payable a minimum of three weeks prior to the event. Vendors must show proof of insurance.
Classrooms:	\$25.00 per hour / double classrooms \$40.00 per hour

For off campus use, tables and/or chairs may be rented at the one-time fee of \$2.00 per chair and \$10.00 per table, and must be returned the next business day.

10. Payment by check in full is due not later than 14 days prior to event. The \$100.00 insurance fee check must be made out to: Diocese of Pensacola – Tallahassee. Separate checks for the rental and cleaning fees must be made out to: St. Rose of Lima.

11. For weekday reservations, keys may be picked up no later than 5 pm the day before the event. For weekend reservations, keys may be picked up the Friday before the event between 8:30 am and 12 pm. Keys must be returned the next business day before 9 am. There is a \$10.00 fee for lost keys.

12. Type of Event (ex. Anniversary Reception, Dance, etc.) Please specify:

13. Date of Event: _____ Time: _____ to _____

14. Event Contact Person (name, complete address and phone number):

15. Approximate number of participants: _____

16. Any vendors (i.e. Caterers, DJ's, etc.)? Yes No

17. Vendor Names: _____

18. Are vendors providing their own insurance coverage? Yes No If No, vendors must purchase insurance through St. Rose of Lima.

I agree to the terms of this agreement listed above.

Printed Name

Signature

Date

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Key Agreement

I, _____, will be / was issued a key to the following:
Printed Name

Parish hall ____ Classroom ____ Name of Classroom _____

on _____ for _____.
Day and Date Event

I understand that the key must be returned to the parish office by 9 am the next business day, and that this key will not be duplicated while in my care. I understand that if the key is lost, I am to pay the replacement fee of \$10.00 on the day the key is scheduled to be returned.

Printed Name Signature Date