

Hall Rental Policy

August 2013

SS Peter and Paul Catholic Church

Office 882-6468

Rectory 882-8528

RATES:	Brunch	Receptions	Full Day
	-up to 2 hours	-2 to 4 hours w/kitchen	-over 4 hours w/kitchen
Parishioners	\$100.00	\$200.00	\$350.00
Non-Parishioners	\$150.00	\$300.00	\$450.00
Non-Profit	\$125.00	\$250.00	\$400.00
Damage Deposit	\$150.00	\$150.00	\$150.00
Parish Organizations—No charge provided hall left cleaner than they find it			

Miscellaneous Policies:

- *Deposit must be paid in advance to contract & reserve the hall*
- *Rental Fee to be paid 30 days in advance of event*
- *Deposit must be made with check or cash*
- *Business Rentals will need to supply a Certificate of Insurance*
- *Rental of tables/chairs and other parish property for use is not allowed*
- *Rental of the Hall shall not interfere with church activities*

Responsibilities after each use:

- The consumption of alcoholic beverages is permitted with permission of the pastor. All state and other laws must be strictly observed. There shall be no drinking of alcoholic beverages on the parking lot or anywhere outside the church basement
- All decorations, inside and out, must be removed. ***Any items that will be placed on the walls/doors must be done with poster tape—NO scotch tape.***
- All trash, inside and out, must be picked up and disposed of in dumpster outside; trash cans replaced with new trash bags. Beer cans/cigarette butts left in the area will be cause for some of the deposit to be forfeited
- The floor must be swept, spills shall be mopped, and mop heads must be rinsed following any use
- Tables and chairs must be cleaned and stacked. Ten tables with chairs, 8 per table, shall be left set up. Do not slide tables, lift them. Sitting on tables is strictly forbidden
- Excess chairs/tables to be stored in Northeast corner of hall in an orderly manner
- The kitchen must be cleaned. Any appliance, including refrigerators, stoves, and ovens, but not limited to, or utensils that are used shall be properly cleaned and returned to their appropriate areas. The kitchen floor must be swept and mopped.
- Exhaust fan must be on when cooking on stove or with ovens
- Bathrooms must be cleaned and toilet paper and hand towels resupplied.
- Soda and beer kegs must be removed before 8:00AM the following day. Failure to do so will result in part of the deposit being forfeited
- All lights must be turned off and all doors must be left closed and locked
- The key must be returned to the parish office by the designated time in the contract
- The security deposit will be forfeited if any underage person(s) are found to be possessing alcohol at any time
- Any damage to church property or neighbor's property must be reported immediately. Repair and/or compensation for the damages is required
- If supplies need to be replenished, advise the Parish Office

RESOLUTION AND CONTRACT FOR USE OF SS PETER and PAUL CHURCH HALL

We wish to strongly encourage the use of the Church basement for all types of activities that strengthen the moral and social character of our parish and our people. We deplore that anyone would misuse or damage the Church property, not properly clean up, or conduct themselves unbefitting a Christian person. The consumption of alcoholic beverages is permitted only with permission of the pastor.

The Finance Council of
SS Peter and Paul Parish

I, the undersigned, the organizer of this event/activity agree to abide by the statement printed on this contract and resolution

_____ (time) _____ (date) _____

- 1) The rental fee is _____.
- 2) I have received a copy of the *Hall Rental Policy* and acknowledge my responsibilities.
- 3) The damage deposit is _____ .
- 4) ***The security deposit will be forfeited if any underage person(s) are found to be possessing alcohol at any time.***
- 5) Curfew time is 1:00AM. Music shall not be provided after midnight.
- 6) I understand that only if all the parts of this agreement are properly carried out will my damage deposit be refunded to me. Any variation of these items is only by special permission.
- 7) Business Rentals—a Certificate of Insurance is attached.

(Signature)

(Pastor)

**RESOLUTION AND CONTRACT FOR USE OF
SS PETER and PAUL CHURCH HALL
BY SSPP ORGANIZATIONS**

We wish to strongly encourage the use of the Church basement for all types of activities that strengthen the moral and social character of our parish and our people. We deplore that anyone would misuse or damage the Church property, not properly clean up, or conduct themselves unbefitting a Christian person.

The Finance Council of
SS Peter and Paul Parish

I, the undersigned, the organizer of this event/activity agree to abide by the statement printed on this contract and resolution

_____ (time) _____ (date) _____

- 1) The rental fee is waived provided “*the responsibilities after use*” are completed.
- 2) I have received a copy of the *Hall Rental Policy* and acknowledge my responsibilities.
- 3) I understand that only if all the parts of this agreement are properly carried out there will be no charge. If not, then I agree to a \$25.00 charge to pay for the clean up.

(Signature)

(Pastor)

December 2008

**RESOLUTION AND CONTRACT FOR USE OF
SS PETER and PAUL OFFICE BASEMENT
BY SSPP ORGANIZATIONS**

We wish to strongly encourage the use of the Church basement and other facilities for all types of activities that strengthen the moral and social character of our parish and our people. We deplore that anyone would misuse or damage the Church property, not properly clean up, or conduct themselves unbecoming a Christian person.

*The Parish Council of
SS. Peter and Paul Parish*

I, the undersigned, the organizer of this activity, agree to abide by the statement printed on this contract and resolution.

PROPOSED USE OF FACILITY

Girl Scout Troop meeting 7:00PM on Mondays, starting Monday, December 8, 2008

- 1) The rental fee is waived provided *“the responsibilities after use”* are completed.
- 2) I have received a copy of the *Use Policy* and acknowledge my responsibilities.
- 3) I understand that only if all the parts of this agreement are properly carried out there will be no charge. If not, then I agree to a \$25.00 charge to pay for the clean up.

(Signature)

(Pastor)

(Date)

USE OF FACILITY REGULATIONS

- Organizer of the activity must properly unlock and secure Parish Office building doors, including using the security code for arming and disarming the electronic security system.
- ONLY the Organizer may use the upstairs entrance to the Parish Office building. All other participants must use the basement-level entrance on Spring Street.
- No one other than the Organizer may be upstairs in the Parish Office building at any time. The Organizer may be upstairs to control heat or air conditioning as needed.
- Organizer of the activity is responsible for basic cleaning of the Office Basement: pick up and deposit trash in receptacle, sweep floor (dry broom), clean up any spills. Church is responsible for major or “heavy” cleaning.