

ST. MARY'S PARISH CENTER RENTAL/RESERVATION CONTRACT

Application Date: July 7, 2008

Principal Party/Organization:

Address:

E-mail:

Contact Person:

Telephone:

Cell Phone:

Caterer:

Telephone:

Cell Phone:

Date, Day and Time of Function:

From: am/pm to_ am/pm

Time should include set-up and cleaning afterwards. Normal cleanup time is usually 1 to 1 ½ hours depending on function.

Type of Function:

Approx. # of Guests:

Is Activity Open to the general public? (Yes or No)

The Hall and Kitchen fees are for up to 6 hours. Any time over that will be charged an additional \$50.00 per hour.

Check Areas requested	Cost Each room is a separate fee.	50% Deposit Cash/Check # Date Rec'd.	50% Balance Cash/Check # Date Rec'd.	Damage Deposit Returned
<input type="checkbox"/> Hall	\$150.00			
<input type="checkbox"/> Kitchen	\$100.00			
<input type="checkbox"/> Conference Room	\$25.00/2 hrs \$15.00@ additional hr			
<input type="checkbox"/> Table Cloth Rental	\$5.00/tblclth			
Total Cost:				
Damage Deposit: <i>(Separate check please)</i>	\$50.00			

In consideration for being allowed to use the St. Mary's Parish Facilities, the Principal Party/Organization agrees to indemnify, hold free and harmless, assume liability for, and defend St. Mary's Church, Uxbridge Massachusetts, the Roman Catholic Diocese of Worcester and the Roman Catholic Church (collectively referred to as "the Church"), its agents, servants, employees and officers, from any and all costs and expense, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which the Church, its agents, servants, employees and officers may pay or become obligated to pay on account of any, all and every demand or claim or assertion of liability, or any claim or action thereon, arising or alleged to have arisen out of the Principal Party/Organizations use of real or personal property belonging to the Church and from any claims or action arising by reason of any action or omission by the Church, its members, agents, servants, employees or officers. Further, all activities, language and images during the use of the Church facilities shall be consistent with the teachings of the Roman Catholic Church.

Signed: _____ **Date:** _____

Office Use Only:

Approved by:

Date:

Contact Person:

(Contact Person is the individual who will be your Facility Monitor)

Telephone:

Cell:

Secondary Contact:

Telephone:

Cell:

Custodian informed of this function:

Date Notified:

Special Permission for Contained Candles: Yes or No

ST. MARY'S PARISH CENTER RENTAL/RESERVATION CONTRACT

I. Reservations

All persons or groups holding any meeting or event are asked to reserve the facility at least 30 days in advance. Individuals or groups are required to read, complete and sign the "Rental/Reservation Contract Regulations" to reserve facility. Denial may occur when, in the judgment of the St. Mary's Hall Facility Committee, (FC) the intended use of the hall, the philosophy or background of the principal or applying organization, would be detrimental to the best interest of St. Mary's Parish.

To guarantee your reservation the Rental Contract must be signed and returned with a non-refundable deposit of one-half the rental fee within 5 days. The remaining balance and refundable fees/deposits are due **14** days prior to date of function. If outstanding balance is not paid in full within 14 days, the scheduled event may be terminated.

Make checks payable to St. Mary's Parish.
(Contract not valid until deposit check is cleared.)

II. Cancellations & Refunds

Deposits: Damage deposits will be refunded within 10 working days after the following conditions have been met:

- There has been no destruction of the building or property
- All rules and terms of this agreement have been complied with
- No Town ordinances have been violated

In the event damage has occurred, some or all of the deposit may be surrendered. Should there be a deposit balance it will be returned within 30 days.

Any unlawful or mischievous tampering with the building fire alarm system will result in all associated cost with this action.

Inclement Weather: Should you decide to cancel, due to inclement weather, you must notify the Facility Monitor assigned.

III. Uses and Restrictions

- Alcohol and smoking are prohibited in the building and on the grounds.
- Smoke machines and or Fog machines are prohibited.
- No Pets allowed, except as stated in the American Disability Act.
- The use of candles or any other type of open flame is not allowed. However, limited use of candles enclosed in globes on a base, may be allowed, but must be spelled out and approved in the contract at the time of signing.

III. Uses and Restrictions cont:

- No glue, tape, tacks, nails or pins or other fasteners that may damage the walls, woodwork or ceilings, may be used to hang decorations. Nothing is to be hung from the ceiling or lights.
- Music is permitted until 11:00 pm Friday and Saturday and 9:00 pm on Sunday through Thursday. After these times all music shall cease. Music containing racist, obscene or otherwise offensive lyrics is prohibited. As a courtesy to our neighbors, we require that noise be held to a reasonable level.
- Storage by any tenant is not allowed. Anything left will be disposed of by the Facility Monitor.

IV. Cleaning

The facility must be left clean after each event. The event sponsor is responsible to see that all trash is picked up and disposed of. The dumpster is located near the white fence.

All decorations and personal belongings are to be removed from the building immediately after the event.

Any additional cleaning deemed necessary by the FC shall be charged at \$25.00 per hour and deducted from the damage deposit.

All tables, chairs and trash containers must be put back clean and in their appropriate locations.

A schematic layout of the facility is attached to this document. Items must be put back accordingly.

The following is a checklist of cleaning requirements that must be followed, before you depart the facility. The Facility Monitor will check off the duties before locking up at end of function.

- 1. Pick up all garbage. Remove from building. (Dumpster is near white fence.)**
- 2. Clean stove and stovetops.**
- 3. Wipe down sink and counter tops.**
- 4. Put all utensils and appliances back where they belong.**
- 5. Remove all your personal items from the kitchen, refrigerator and freezer.**
- 6. Break down folding tables and place on carts. Return to closet and or schematic layout plan.**
- 7. Put chairs back in closet. (Stacking 8 high)**
- 8. Sweep the floor area and pick up debris; as well as, mop areas (Brooms, mop, bucket and cleaning solution provided.)**
- 9. Check restrooms to be sure they are tidy.**
- 10. Check tablecloths Round _____ Rectangle _____**

Facility Monitor Signature: _____ Date: _____

***Some important things you should consider bringing
with you, as they are not provided.***

Large garbage bags	Foil or plastic wrap	Dishwashing soap
Dishtowels and cloths	Take away food containers	Sugar/sugar substitutes
Coffee and Tea	Punch and Soda	Utensils and Pans

Easels to display posters, pictures, etc...

Paper Goods: Towels, napkins, plates, cups, silverware, etc.

A designated set up & cleaning crew **Note: the tables are heavy and require 2-3 individuals to handle. The tables are 72" round and 8' rectangular.**

***YOU WILL BE GIVEN A TOUR ON THE DAY THE CONTRACT IS SIGNED SO THAT YOU KNOW EXACTLY WHAT IS AVAILABLE AND THE LAYOUT OF EVERYTHING.**

Equipment available to use:

- 75 cup coffee pot or 100 cup
- Some utensils, pots and pans
- Chaffing dishes (**Bring own sternos**)
- Refrigerator, freezer, microwave and stove
- Flatware, dinnerware, glassware

SHOULD YOU WANT TO INDEPENDENTLY HIRE PEOPLE TO WORK IN THE KITCHEN OR SERVE FOOD, A LIST OF CONTACTS IS AVAILABLE UPON REQUEST.

ST. MARY'S PARISH CENTER

Facility Monitor Committee's Responsibilities

Chairman will:

- Schedule/approve date with office calendar
- Provide sponsor with approval form
- Collect and record payments
- Give tour of facility:
 - Closet with tables and chairs
 - Kitchen layout and equipment available
 - Conference room

Facility Monitors Responsibilities:

1. Get the key from the office during regular work hours of Monday through Thursday from 9:00 am – 5:00 pm.
At no time is the key to be given to anyone else.
2. FM's phone number will be given to the Sponsor.
3. FM will make arrangements for scheduling with sponsor and/or caterer.
4. Open facility at agreed time.
5. Unlock closet for furniture.
6. Unlock kitchen ***only if approved for use****.
7. Meet back at hall ½ hr. before closing (complete the cleaning checklist with sponsor).
8. Lock and Check all doors:
 - Furniture closet
 - Kitchen inside and outside doors
 - Conference and hall doors
 - All exterior doors upon leaving
9. Lights and thermostats
 - Turn off all lights
 - Thermostats.... **Will need to get this information from Father Steve**

FM is not responsible for:

- Setting up or dismantling room(s)
- Cleaning up
- Serving food or beverages