

ST. IGNATIUS PARISH
RENTAL AGREEMENT

NAME: _____ PHONE NO: _____

ADDRESS: _____

Date of Event: _____ Time of Event: _____ am/pm to _____ am/pm Total Hours: _____

[] ST. IGNATIUS COMMUNITY ROOM

The Community Room is available in the event of a small gathering (refreshments only) after services at St. Ignatius Church.

- Requires a \$100.00 flat fee plus a \$100.00 deposit (Deposit will be returned if all items below are completed)
- All tables and chairs must be returned to the original position.
- Tables and counters must be wiped, floor swept, carpet vacuumed and throw out trash and replace trash bag.
- Bathrooms – flush toilets, throw trash and replace trash bags.
- No eating or playing allowed in church and please keep children off of flower beds who should be supervised.

[] ANDARY HALL

Rates: \$300.00 for 4 hours maximum (includes set up time)
Deposit: \$250.00 (refundable) Applies to parishioners who are not active* members of parish.

*Active – attends Mass weekly and contributes financially to parish

- 1) I understand that a \$ _____ rental fee (total) and a \$250.00 deposit* must be paid 5 days prior to using the facility or as agreed with Parish Staff. Deposit will be returned after the Hall has been inspected (allow 3-5 days). Two (2) separate checks are required – please make checks payable to: St. Ignatius Parish.
- 2) I understand that I **must be a registered member of St. Ignatius Parish** in order to rent the facility.
- 3) I understand that I **must obtain and provide a \$1,000,000 Special Events Insurance Policy listing St. Ignatius Church as the additional insured for my event.** (Funerals, baptisms and church affiliated functions are exempt). Insurance may be obtained through your homeowner's insurance policy.
- 4) I am responsible for providing all of my own supplies (cups, plates, silverware, etc.) I may use pots, pans, utensils, etc., which must be washed, dried and placed back in their designated area.
- 5) No tables or chairs are to be removed from the premises.
- 6) Immediately after event – tables and chairs will be wiped clean and returned to their original position.
- 7) Cleaning requirements - Please read and initial attachment.
- 8) **NO ALCOHOL ALLOWED IN BUILDING OR ON PREMISES**
- 9) **NO SMOKING ALLOWED IN BUILDING.**
- 10) The key can be left on the counter in the parish hall but the door must be locked upon exiting the building or as prearranged with Pastor or staff.
- 11) Additional charges may apply if set up is more than 24 hours prior to event.

[] OTHER Tekakwitha Center is only available for religious education and meetings.

Items removed from this facility and used for a function in the church or parish hall must be listed below and returned by designated time in order to avoid a charge.

List of items to be used: _____

Items must be returned to Center by: _____ am/pm

I have read the above agreement and agree to the terms therein. I further understand that I am responsible for any damages that may occur and that failure to comply with the above will result in loss of deposit and future use of facility. I also agree to not hold St. Ignatius responsible for any injuries or accidents that may occur on the premises.

Signature _____ Date _____

Name of Cook or Caterer: _____ Phone No. _____

For Office Use Only

Fee Paid: \$ _____ Date Paid: _____ Deposit Paid: \$ _____ Insurance Attached _____

Deposit Returned after Hall has been inspected - Date Deposit Refunded _____

Condition of Premises after use: _____ Initial _____

ATTACHMENT TO ST. IGNATIUS RENTAL AGREEMENT

GENERAL INFORMATION

- Supplies such as paper products, plastic utensils, napkins, coffee, and beverage drinks, sugar, creamer, salt, pepper, and sterno for chafing dishes shall be provided by renter.
- Clean up must be done immediately after event.
- Thermostat may be adjusted as needed for event but prior to leaving set thermostat back to 63°
- No tape or adhesive to be used on walls, ceiling, or doors.
- Lock window, turn lights off, and lock door upon exiting.

CLEANING SUPPLIES

- Brooms, mops, toilet paper, cleaning supplies are in storage room by bathrooms.
- Storage room south of entrance is for authorized personnel only.
- Trash bags are located under the small kitchen sink.

CLEANING REQUIREMENTS

- Kitchen and Hall to be swept and if necessary, mopped after use.
- Counters, table tops, and sinks shall be cleaned.
- Wet rags and towels should be piled in sink or on counter – St. Ignatius will launder towels.
- Please use cutting boards - Do not cut on counters or stainless steel tables.
- Refrigerators should be cleaned (wiped inside and out) & please remove food from refrigerators or freezers.
- Stoves should be cleaned – make sure all knobs are in off position and that the pilot lights are lit.
- All dishwashers to be emptied and cleaned, if used.
- All beverage containers (coffee pots, coolers, etc.) cleaned and put away. (Please do not put lids on water coolers if they have not dried completely).
- All utensils and pans cleaned and put away.
- Chafing dishes, coffee pots, coolers, etc. should be cleaned and put away, if used.
- Garbage cans to be emptied and new bags placed in cans. All trash should be taken to the dumpster after function.
- Restrooms – empty trash, flush toilets and check feminine trash containers.
- Tables and chairs to be cleaned and chairs folded and put back on top of tables (6 chairs per table/2 high).
- If kitchen facility is not used, the main hall should be swept (mopped if necessary), tables wiped and put back to original position, chairs placed on table and all trash taken to the dumpster and place new trash bags.

Your clean-up deposit will be refunded after inspection of the Hall (Usually within 3-5 days)

**UNDER NO CIRCUMSTANCES IS ANYTHING TO BE REMOVED FROM THE HALL.
ANY THEFT, LOSS OR DAMAGE TO EQUIPMENT OR HALL WILL BE DEDUCTED FROM THE DEPOSIT AND/OR
CHARGED TO THE RENTER AND FUTURE USE OF FACILITY MAY BE REFUSED.**

St. Ignatius Parish reserves the right to refuse use of the Hall if the event is not deemed appropriate.

Initials