



FACILITY RENTAL AGREEMENT SAINT AGNES PARISH

(812) 988-2778 / 1008 McLary Rd., Nashville, IN 47448

Saint Agnes parish facilities will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and vision of the Saint Agnes Parish.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ (HOME) _____ (CELL)

RATES (note: a \$200 security/clean up deposit required. Saint Agnes has a non-smoking policy in all facilities)

- Church
 - Main Worship Space: \$500 (8 hour time limit)
 - Lower level (large meeting room, restrooms & kitchen): \$25/hr. or \$400 full day
 - Lower level (kitchen only –parishioners use only): \$10/hr.
- Youth Barn (meeting room , restrooms & kitchen): \$25/hr. or \$300 full day

All day rentals will begin at 3PM on the day prior to the event until 12 midnight on the day of the event. Renter is responsible for all cleanup. Note a cleanup fee of \$150 will be charged if additional cleanup if required. Exceptions to the above rates and/or conditions will be at the discretion of the Parish Life Coordinator.

EVENT DESCRIPTION _____

DATE OF RENTAL _____ EVENT BEGIN TIME _____ AM/PM

ENTERING THE FACILITY BEFORE THE TIME LISTED ABOVE OR STAYING LATER THAN STATED ABOVE **WILL RESULT IN ADDITIONAL RENTAL FEES (other groups may be in front or behind you on facility use so please be courteous).**

Will alcoholic beverages be served? _____ YES _____ NO

If yes, name of responsible person _____ Bartender permit _____ (a copy of the bartender's license must be attached to this rental agreement)

\$ _____ rental

\$ _____ security/cleanup deposit (this will be returned to renter if not required for damage of cleanup)

TOTAL DUE \$ _____

RENTAL CONDITIONS:

1. Renters are responsible for all guests and their actions while they are on the premises.
2. **Payment of rental fee:** 50% of total rental fee is due at time of signing this agreement. Room **will not** be held until this is done. Balance of rental fee, security deposit and any other rental fees is due **prior to event**.
3. Cancellation of this reservation less than 30 days prior to scheduled event will result in a 20% loss of all monies paid to date of cancellation.
4. For **all day** events, renter has use of the facility from 3:00 pm on the day prior to the event for use for decorating, set up, etc. when schedule allows. This time may vary.
5. Entering the facility before the time stated or staying later than the time stated will result in additional rental fees that the renter will be obligated to pay. Other groups may be in front or behind you – so please be courteous.
6. Stop by the Parish Office or call (812)988-2778 between the hours of 8:30 am and 4:00 pm Monday through Thursday to arrange for keys or to have the rented facility unlocked.
7. Damage to the facility will forfeit the security deposit in an amount equal to the amount of the damage.
8. Use of the kitchen is limited to countertops, water, cooling and warming only.
9. Renter will be responsible for cleanup which will include cleaning off tables, sweeping floors (if needed) and emptying all trash into the dumpster located by the parish office. Renters are to take all personal items, decorations and rented items out of the building immediately following their rental. If the facility is not cleaned up following the event the Parish will deduct the cost from the security/cleanup deposit for cleanup.
10. Damage or disposal of personal property left in the building after completion of the event is not the responsibility of St. Agnes Parish.
11. All caterers of events must have a permit.
12. Rental of specific rooms is strictly for the RENTED ROOMS AND THEIR CONTENTS ONLY. Use of other rooms and their contents is forbidden unless they are also rented through the parish office.

RESTRICTIONS:

- a. Use of glitter, confetti, rice, birdseed and sand are prohibited inside or outside the buildings
- b. No nails, masking tape, thumbtacks, or staples can be used on the walls, tables, doors, or windows of any of the facilities
- c. Use of tape on the floors is prohibited
- d. No tables from other rooms may be brought into the hall to be used
- e. ABSOLUTELY NO SMOKING IN ANY OF THE PARISH BUILDINGS

Violations of these restrictions could result in loss of part of all of the security deposit. If costs are greater than the deposit amount the renter may be charged additional fees.

I have read, understand and agree to comply with all the above mentioned conditions of the rental agreement.

Signed _____ Date _____

Damage/Cleanup assessment \$ _____ Date _____

Security/Cleanup Deposit Returned \$ _____ Date _____ Check # _____