



Agreement for Use of Parish Hall for Special Events

1. An event request and agreement must be submitted by the event sponsor to the church office for approval.
2. Once approved the event sponsor must provide in separate checks 1.) security deposit and 2.) donation for actual use of the building. All bookings are tentative until a signed agreement along with both checks are received. *(See you require a deposit/donations on next page.)*
3. At the conclusion of the event, the sponsor must complete and sign the building used checklist found on the countertop to the right of the refrigerator. Once completed it must be placed in the special event sleeve on the adjacent bulletin board.
4. If the event is canceled for any reason, the security deposit will be returned and the donation for building use refunded based on the following schedule:

120+days prior to the event	Full refund	31-60 days prior to the event*	50% refund
61-119 days prior to the event	75% refund*	0-30 days prior to the event*	0% refund
5. Following the event, the security deposit will be refunded within ten days when it is determined that the building has been left in good condition. In the event of damage to the building resulting from the event, the deposit will be retained and the party responsible will be held liable for the cost of the repairs. A representative of the church will meet with the sponsor of the event before the event and the area(s) will be used to be inspected. Any existing damage will be noted at that time.
6. Unless the event sponsor making the request already has been issued a key, arrangement must be made with the Parish Administrator to gain access to the facility.
7. Vehicles are not to be driven on the sidewalk that leads from the parking lot to the parish hall.
8. Tables and chairs maybe used and arranged is needed, but must be cleaned and returned to their original location at the conclusion of the event.
9. While occupying the building, the thermostat in the large meeting room in the parish hall may be adjusted to a comfortable temperature as needed. Upon leaving, reset the thermostat to 80° in summer and 65° and winter.
10. Outside doors should not be propped open during the hours of the event.
11. Smoking is not permitted anywhere inside the building.
12. If the church grounds are used, these areas are to be left free of trash or debris from the event. The Memorial Garden is sacred ground and is the final resting place for many of God's children. It is not open to a group activities or events.
13. Children must be supervised at all times.
14. Persons or group using the parish hall must provide their own paper plates, cups, utensils, towels, and ice.

15. Kitchen dishes and utensils may be used; any item used must be washed, dried and returned to the original location.
16. Oven and microwave may be used for warming already prepared foods. No cooking from scratch on the range top is permitted.
17. Persons or group using the parish hall must perform clean up immediately upon conclusion of the event. Acceptable cleaning includes wiping down all tables used in returning them to the storage closet; sweeping in mopping the floor, as needed washing, drawing, and putting away any used kitchen dishes and utensils; wiping down all kitchen counters; cleaning the sinks; placing all trash in the receptacles located in the parking lot; and replacing the liners in the kitchen trash cans.
18. All decorations must be removed.
19. Bathrooms must be checked for running water; lights turned off.
20. All doors must be locked by the key lock on the door's exterior, with the breaker bars in the released position (not locked down). Hex key, to lock and unlock the breaker bars, is located just inside the right side of the far right closet door.
21. All parish hall lights turned off.
22. He must be returned to the Parish administrator or other representative of the church, or as agreed-upon in advance.

DONATION REQUESTED FOR USE OF PARISH HALL AND/OR GROUNDS FOR SPECIAL EVENTS

<u>PARISH HALL (Special Event)</u>				<u>PARISH HALL (Monthly)</u>			
<u>Parish Member</u>		<u>NON-Parish Member</u>		<u>Parish Member</u>		<u>NON-Parish Member</u>	
Use of facility	\$75	Use of facility	\$400	Use of facility	\$55	Use of facility	\$55
Security Deposit	\$200	Security Deposit	\$300	Security Deposit	n/a	Security Deposit	n/a
Total	\$275	Total	\$700	Total	\$55	Total	\$55

Rooms

	<i>Parish Member</i>	<i>Non-Parish Member</i>
Use of facility	tbd	\$25
Security Deposit	n/a	n/a
Total	\$0	\$25