

Security Deposit Received: Y/N Cash Check # Date:

Rent Received: Y/N Cash Check # Date:

Proof of insurance received ____yes ____no

receipt given for deposit ____yes ____no

Initials: Refund Due? Y/N Amount: Date Paid: Cash or Check

St. Joseph Parish – West Liberty, Iowa Parish Life Center Rental Agreement Terms of Use

Renter: _____

Address: _____

Phone: _____

“you, your, renter(s)”, as follows in this agreement:

Our facilities are available for use by registered and contributing members of our parish at the discretion of the pastor. Our facilities are also available to non-parish members. All use of our facilities is subject to prior approval of the pastor including events sponsored by parish organizations. No rental requests will be considered for any purpose or event that is contrary to the beliefs and teachings of the Catholic Church. Reservations are made with the parish secretary or the Pastor. **Funerals as well as events sponsored by parish organizations will be exempt from rental fees. Funeral functions will take precedence over any and all other events. When scheduling an event, this funeral provision must be agreed to by the renter.**

St. Joseph Parish, pursuant to the terms contained herein, agrees to lease St. Joseph Parish Life Center to:

_____,
for the purpose of (activity) _____, on (date) _____
during the hours of ____ a.m./p.m. to ____ a.m./p.m.

RENTAL FEES PER EVENT

1-4 hours: \$75 for parishioners (\$100 for non-parishioners) with a \$50 refundable security deposit to cover any damage/cleaning needed following the event.

Over 4 hours: \$25 per additional hour

Please make your check(s) payable to St. Joseph Catholic Church. Deposits will be refunded by separate check after the rented area is inspected for cleaning and damage. Damages beyond ordinary wear will be assessed by the renter.

Any damages beyond the deposit will be the financial responsibility of the renter. If the facilities are undamaged, cleaned properly to our satisfaction and all tables and chairs are returned to their original space, the deposit will be returned to you.

04/03/2017 1

LIABILITY INSURANCE REQUIREMENT

A certificate of insurance will be required to rent the Parish Life Center. Proof of Insurance with the following LIMITS AND FORMATS must be submitted by the renter with the signed Rental Agreement in the following amounts: If the renter is an individual or family: proof of Personal Liability Insurance with limits of \$500,000.

If the renter is A BUSINESS, NON-PROFIT OR SOME OTHER LEGAL ENTITY apart from an individual or family: a Certificate of General Liability Insurance naming St. Joseph Catholic Church of West liberty, Iowa and the Catholic Diocese of Davenport, Iowa as "ADDITIONAL INSUREDS" with limits of at least \$500,000.

Professional caterers must provide a certificate of insurance of at least --- \$1,000,000 ---- and name St. Joseph's Catholic Church and the Catholic Diocese of Davenport as "additional insured's".

Proof of insurance in the form required above MUST be submitted with the signed rental agreement.

VIOLATIONS

Any person violating the rules and regulations by serving alcoholic beverages or any other rule shall automatically be barred from further use of the hall and deposit forfeited. A flagrant violation may cause immediate termination of this rental agreement without refund of rental fee or deposit and renter and guests shall vacate St. Joseph Parish Life Center and Parish grounds forthwith.

I Hereby acknowledge receipt of and agree to all the terms of this Rental Agreement, including the above Hold Harmless / Indemnity Provisions.

Signed rental agreement, proof of insurance, rental fee and deposit must be submitted together. Parish Life Center will not be reserved for the date requested until all of the required documentation has been received.

By: _____ Date: _____
(signature of Renter)

Approved by: _____

Please keep a copy for your records and to refer to for the day of the event.

Return signed and dated copy to the parish office with proof of insurance, rental fee and deposit

_____ *Proof of Insurance certificate or copy of Declaration Page*

_____ *St. Joseph's Parish and Diocese listed as additional Insured*

04/03/2017 2

RENTAL CONTRACT/RESERVING DATE

Please contact the parish office at 627-2229, to reserve the Parish Life Center. If the Parish Life Center is available, renter must sign a contract, provide proof of insurance with the required limits and submit both with rental fee and deposit to the parish office.

HOURS OF USE

Events may not conflict with scheduled church services.

Monday-Friday: 10:00 a.m.-10:00 p.m.

Saturday: 10: a.m.-5:00 p.m. and 6:30 p.m.-10:30 p.m.

Sunday: 2:00 p.m.-10:00 p.m. (first Sunday of the month 3:00 p.m.-10:00p.m.)

CAPACITY

Limited to 240 persons

DECORATIONS

Decorations are to be furnished by the renter. NO GLUE, TAPE, PINS, STAPLES OR TACKS are to be used on the walls, painted surfaces, woodwork or ceiling.

If candles are used, great precaution is to be taken to make sure they are well secured in candle-holders and carefully supervised while burning.

All decorations are to be removed by the renter.

KITCHEN

The kitchen may be used; however, a complete kitchen clean up including wiping down appliances, counters and floors and washing, drying and putting away dishware, etc. is the responsibility of the renter.

All renters are responsible for their own supplies: paper goods including napkins, plates and cups, coffee, dish cloths and towels, dish soap, etc.

Use of the dishwashers is prohibited.

WALLS, TABLES & CHAIRS

Renter will not take down or put up the walls. If it is necessary that the walls be moved, please contact the parish office and church staff will move them.

01/06/2015 2

Setting up and taking down necessary tables and chairs is the responsibility of the user. Everything must be put back as it was prior to the renter's set up. Failure to comply will result in the loss of the rental deposit.

CLEAN UP

All Cardboard boxes *must be broken down and taken to recycling by the renter. Do not leave in outside trash bin.*

The renter will be expected to leave the Parish Life Center in an orderly condition.

Failure to clean the Parish Life Center as required, will result in forfeiture of deposit.

Please refer to the clean up instructions included with this contract.

04/03/2017 3

SOFT DRINKS

Use of brightly colored soda pop, Orange, Crush Strawberry flavored pop, grape flavored pop or Hawaiian Punch, etc. is strongly discouraged due to spills leaving lasting stains on the carpet which are extremely difficult to remove.

ALCOHOLIC BEVERAGES

Alcoholic beverages are NOT permitted in the Parish Life Center.

HOLD HARMLESS / Indemnity

To the extent of your negligence and as further consideration, you agree to protect, defend, indemnify, and otherwise hold harmless the Parish of St. Joseph's Catholic Church in West Liberty, Iowa and the Catholic Diocese of Davenport including its departments, agencies, and commissions as well as its officers, agents, servants, employees, and volunteers from and against any and all claims demands, liability, causes of action and expenses arising out of injury or death to any person or damage, loss, or destruction of property which may occur in any way arises out of any act or omission of you, your subcontractors, servants, agents, guests or employees.

WEAPONS

No weapons are allowed on the premises.

SMOKING

Smoking is strictly forbidden anywhere on the premises.

PETS

No pets are allowed in the Parish Life Center with the exception of service dogs.

SUPERVISION

Renters are responsible for supervising all guests (especially children) and any other persons attending the event for which the facilities are being used. No running inside the building is permitted. There will be no access to the church, gathering space or rooms outside the parish hall, kitchen and restrooms. All state, federal and local laws are to be followed by the renter and guests on **all** church property.

ST. JOSEPH PARISH LIFE CENTER CLEAN-UP

All groups using the Parish Life Center are responsible for the following items. Failure to properly clean Parish Life Center will result in forfeiture of deposit.

- **Vacuum the entire Parish Life Center including carpets in entranceways**
- **Wipe off all tables and chairs**
- **Wipe off all counter in the kitchen and appliances**
- **All dishes and utensils washed, dried and put away**
- **Shut off stove**
- **Unplug all small electrical appliances**
- **Sweep and mop the kitchen floor**
- **Empty all garbage cans including bathrooms into dumpster**
- **Check restrooms for cleanliness, flush toilets and turn off lights**
- **Chairs and tables moved back to original location**
- **Turn off all lights in the Parish Life Center**

All Cardboard boxes *must be broken down and taken to recycling by the renter. Do not leave in outside trash bin.*

Thanks for leaving St. Joseph Parish Life Center cleaner than you found it!!

04/03/2017 4