

Parish Center Event Contract

Effective January 1, 2020

PARISH: St. Mary's Parish - Pierce City, Missouri

PARISH is understood to include the Roman Catholic Diocese of Springfield-Cape Girardeau

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at St. Mary's Parish, Pierce City, Missouri.

FACILITY USER agrees that he/she has read the Parish Center Rental Terms & Conditions, a copy of which is incorporated with this contract by reference and further agrees to abide by its provisions. If FACILITY USER is providing a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence, FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

SIGNED BY: _____
(Must be an official agent of FACILITY USER or the Responsible Person referred to in parish policy)

Name (Please print): _____

Address: _____ State: _____ Zip Code: _____

Phone Number: _____

DATE: _____

Parish Agent Signature as witness: _____

Date: _____

Date Special Event Insurance Coverage ordered: _____

**ST. MARY'S PARISH
PIERCE CITY, MO
PARISH CENTER RENTAL**

Effective January 1, 2020

INSURANCE INFORMATION

- All Renters must have adequate liability insurance. Renters can provide evidence of general liability coverage of not less than \$1,000,000. If they do not have such evidence of coverage they can purchase a limited event policy through Catholic Mutual for \$95.

TERMS & CONDITIONS

- Any parishioner using his/her name to rent the facility for an event other than for him or herself or immediate family, will forfeit all privileges to use the facility in the future.
- All cleanups will be completed by the 10:00 AM the following day.
- All external rental items, equipment, decorations, and personal items of the Renter should be removed by 10:00 AM the following day.
- Renter is responsible for any damaged or missing equipment, utensils, pots, or pans.
- All equipment, utensils, pots, pans, or latticework used must be returned in clean condition to the area from which it was retrieved.
- Decorations may not be tacked to any part of the building. No nails or staples may be used. Tape or other non-marking fasteners may be used. All tape or non-marking fasteners must be removed from the tables, walls, chairs etc. by 10:00am the following morning.
- No tape is to be used as a fastening device on the Gym floor.
- During the regular school year, any ceiling decorations must be removed by Sunday evening. When school is not in regular session the Renter can check with the Administrator or Church Secretary.
- Conditions for the use of alcohol are set forth in the supplement attached. This contract is to be signed by the responsible parties.
- Smoking is not permitted in any portion of the Parish facility.
- Functions at the Parish Center will terminate at 12:00 A.M. The facilities may remain open for any cleanup that the Renter chooses to do. Afterwards all doors must be locked and checked.
- When music is being played in the Activity Center it is the Renters responsibility to insure that the noise level "MUST BE KEPT MODERATE" in consideration of our neighbors.
- Firearms are not allowed on the premises unless carried by authorized personnel or security personnel.
- Ice Machine is not included in rental. YOU WILL NEED TO SUPPLY ICE.
- You will need to supply your own trash bags.
- No decorating can be done during school hours
- Thursday rental for ceiling to be put up after 3:30 p.m. For a \$50.00 Charge.

SUPERVISION

- The contract signer is responsible for supervision of the event and responsible for all church property. This includes returning any Church items used for the function back to its proper storage area.

PETS

- Only Service Animals will be allowed in the building. No other pets will be allowed.

CONDUCT

- Profane or abusive language, drunkenness, brawls, excessive noise, or conduct not acceptable at public gatherings, will not be tolerated at any time.
- Vandalism and malicious mischief or willful breakage of any part of the building or content will not be tolerated. The Parish will hold the Renter liable for repair or replacement directly or by pursuing action against the guilty party.
- The Renter is responsible for all guests conduct.

KEYS

- The contract signer will be responsible for locking the building, being certain that all is secure before leaving and for returning the keys to the church secretary.

CONSEQUENCES

- Anyone using the building and failing to comply with the above rules and regulations will lose eligibility for further use of the building and be liable for any additional costs such failure may entail.
- We reserve the right to terminate any event, which is in violation of these rules and regulations.

SUGGESTIONS, COMPLAINTS, ETC.

- Suggestions, complaints, criticisms, etc., must be submitted in writing and signed, and given or mailed to a member of the Parish Center Committee. Such matters will be given due consideration at the next meeting of the committee.

FEE SCHEDULE

PARISHIONERS

Insurance	\$ 95
Utilities	\$200
Clean up	\$200
Rental Fee	<u>\$200</u>
Total	\$695

Deposit \$300

NON-PARISHIONERS

Insurance	\$ 95
Utilities	\$200
Clean up	\$200
Rental Fee	<u>\$500</u>
Total	\$995

Deposit \$300

Refundable Deposit of \$300.00 by separate check. Inspection against Checklist for Renters will be at 10:00am the next morning with Administrator present

TERMS FOR ALCOHOL

- Alcohol will be allowed for social functions in the building with the following conditions:
 - When serving alcohol, an adult, 21 years of age or older, must serve it from an area designated by the supervisor.
 - No minors will be allowed to drink or handle alcoholic beverages. The Renter will be held responsible for all minors.
 - When alcohol is used on the property, the Renter must be in full and complete compliance with the laws of the State of Missouri with regard to the use of alcoholic beverages.
 - The Renter will hire a parish approved monitor who shall have the authority to enforce the laws of the State of Missouri with regard to the possession of alcoholic beverages and to enforce these rules and regulations or to call someone with the authority to see to their enforcement.

- Beer Wagon Rules
 - When a beer wagon is used it must be moved by the Renter to the south end of the storage area to facilitate cleaning before leaving at 12:00a.m. There is a jack provided for this purpose since it cannot be moved to the outside. The jack is located in the storage area.
 - The beer wagon is not to be moved outside.
 - After the beer wagon is moved to the south end it must be plugged back into the electrical outlet.
 - The renter is responsible for letting the beer company in to pick up the beer wagon.

CHECKLIST FOR RENTERS AND USERS OF ST. MARY'S PARISH CENTER

Before your event, it will be helpful to "walk through" the preparation, actual event, and cleanup, to make sure you know where items are located and to see what you might need to bring with you.

BEFORE LEAVING THE BUILDINGS

It is the Renter's responsibility to see that the following is taken care of even though a family member or caterer is serving the meal.

- Remove all decorations from the church before Sunday Mass at 8:30am.
- Remove all decorations the evening of the function or by 10:00am the following morning.
- Remove covering or table cloths from tables.
- Clean up any spills that may be made throughout the night.
- Lock all outside doors and check for tightness.
- Check for and pick up any litter around entrances/parking lot/ yard by 10:00am the following morning.
- Keep doors closed at all times.
- **IN THE KITCHEN**
 - Unplug, empty and clean all coffee pots and tea containers.
 - Wash, dry, and put away every item used.
 - Check that all gas burners on stove and ovens are "Off".
 - Be sure "Nothing" is left on stove or in ovens.
 - Wipe off all counter tops, stainless steel workplace, stove and sinks.
 - Clean and turn off dishwasher.
 - Make arrangements to distribute leftover food (none left on stove, in oven, in refrigerator, or on counter tops, to spoil).
 - If cook top is used you need to clean the vent hood above the stove.

Under no circumstances should any kind of oil be put in the trash bin, poured on the ground, poured down the sink or garbage disposal. Please bring your own containers for this purpose.

- Turn "OFF" all lights (including restrooms and those outside lights controlled by indoor switches near the doors).
- In the summer, the air conditioner should be turned off. In the winter, the thermostat must be left at a reasonable temperature so that pipes will not freeze.

CENTER CUSTODIAN CHECKLIST

- The Center Custodian shall be responsible for the normal janitorial duties of the entire building as required by the committee. Below are the Center Custodian's responsibilities as set by the committee.
 - Washing of all tables and chairs.
 - Responsible for setting up the dining area correctly
 - Put away tables and chairs against east wall of the storage area after the beer wagon is moved. Do not block doorway to the storage area.
 - Sweep, mop, and rinse entire gym floor, entrance way included. If the storage area is dirty this must be swept and mopped also. Wash counter tops and sink in the storage area.
 - Sweep and mop dining and kitchen area.
 - Empty all trashcans and replace with new liners.
 - Thoroughly clean all restrooms, toilets, sinks and counters. Sweep and mop all restroom floors.
- The Center Custodian will report any problems with those groups renting the building to the Parish Secretary.