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## St. Mary Parish Hall Tipton Rental Policy

**Parish** St. Mary's Church "Parish, we, us, our" as follows in this agreement  
**Renter** \_\_\_\_\_ "You, Your, renter(s)", as follows in this agreement  
**Effective (event date)** \_\_\_\_\_

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.

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.**

Rentals on funeral days will necessarily begin after 3 pm.

When scheduling an event, this funeral provision must be agreed to by the renter.

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### Rental Fees per event:

**(All rental fees are to be paid in full with the contract.)**

All hall rentals will have a security deposit of \$50, refundable if the hall is cleaned and no damage.)

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| Parish sponsored Functions   | No Charge |
| School sponsored events, Scouting Events<br>Community/Public Service Groups,<br>Parishioner Sponsored Activity | \$75/day  |
| Non-Profit/Service Groups  | \$100/day |
| Business Associated Groups   | \$250/day |

### Liability Insurance

Proof of insurance with the following limits and formats must be submitted by the renter with the rental agreement in the following amounts:

- ❖ If a business, non-profit or some other legal entity apart from an individual/family, a certificate of General Liability insurance naming **St. Mary Parish and The Catholic Diocese of Davenport** as "**additional insureds**" with limits of at least \$500,000.
- ❖ If an individual or family, proof of Personal Liability insurance with limits of at least \$500,000
- ❖ Professional caterers must provide a certificate of insurance of at least \$1,000,000 and name **St. Mary Parish and The Catholic Diocese of Davenport** as "**additional insureds**"

**Proof of insurance in the form required above MUST be submitted with the contract – prior to use of church property.**

### 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/School 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 or in any way arises out of any act or omission of you, your subcontractors, servants, agents, guests or employees.

**Smoking and Alcohol**

Smoking and the consumption of alcohol is **strictly forbidden** anywhere on the premises, including the Sidewalks and Parking Lot.

**Decorations**

Parishioners may use the dish soap, dish cloths, towels.

All other renters are responsible for their own supplies-paper goods, coffee, dish soap, dish cloths, towels, etc. No nails, tacks, pins, tape, etc. are permitted on any wall or ceiling. If candles are used, great precaution is to be taken to make sure they are well secured in candleholders and carefully supervised while burning.

**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. The parking lot is not a playground, and children should not be permitted to be unattended on the property.

**Weapons**

No weapons are allowed on the premises.

**Pets**

No pets are allowed on the premises with the exception of service dogs.

**Tables & Chairs-Cleanup**

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 renter's set up (see layout attached and posted on kitchen bulletin board).

The user will be responsible for full cleanup of the facility, including floors, trash taken out. Also, the user will be responsible for locking up the facility upon completion of the event.

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

By: \_\_\_\_\_  
(Signature of Renter and title if applicable)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Sylvia Hotz

***Please keep a copy for your records and to refer to for the day of the event. Return one signed and dated copy to the parish office with all of the aforementioned documentation required for your event.***

\_\_\_ Proof of Insurance (Certificate of Liability)

\_\_\_ Diocese Additional Insured