

**St. Martin de Porres Catholic Church (“SMdP”)
Event Occupancy Agreement for the Use of the Hall**

Occupant: _____

Event Date: _____

Purpose of the Event: _____

Terms of Agreement: Begins at _____ am/pm and Ends at _____ am/pm

Reservations must be made in writing to the office not more than six (6) months, or less than one (1) month prior to the dated requested. The request shall include a specific statement of the purpose for which the hall will be used. Any false statements may result in cancellation of approval.

Parish organizations shall have top priority for the use of the facilities. Rentals will be allowed for family type functions – showers, receptions, anniversaries, reunions, etc. A parishioner may not reserve the hall in his or her name for the use by an outside organization or functions, or for his own use in profit-making or commercial function. All events must be approved by the Pastor prior to securing the date. Such notification will be communicated via the Parish Business Manager.

The rental space will include utilization of large open space, chairs and tables in the hall, kitchen (see note below) and bathroom facilities. Any additional use of media equipment (additional fee required) or outdoor pavilion will need to be submitted in writing under special requests. Cars must park in SMdP parking area, do not park on the side of the streets in front of the neighbor’s property.

The hall will be opened by parish staff. When exiting, occupant must lock the front doors and exit out the kitchen back door.

Latest hour for rental time is 10:00 pm, at which time premises will be secured and vacated.

Kitchen & Food – the kitchen is available for serving catered or prepared food ONLY. It may not be used for food preparation. If you are using a catering service, all trucks are to be parked in the back near the back door, not the front of the hall. Vendors names must be submitted and Certificate of Insurance will be

required naming St. Martin as an additional insured. Children under the age of 12 are not permitted in the kitchen.

Rental will include the following: sinks, water, refrigeration, and microwave. It will not include stoves, ovens, coffee pots or service, utensils, pots and pans, dishes and tablecloths. The caterer or person responsible must provide dishes, utensils, paper goods, etc. Items (including food and beverages) brought must be removed immediately following the receptions.

The occupant must ensure that the kitchen is left clean. All countertops and sinks must be wiped. Any item used will need to be put back to its proper location. Occupant is responsible for any damage to the kitchen facility and/or equipment during use and agrees to reimburse SMdP for any required repairs as a result of use.

Set-Up and Clean-up will be the responsibility of the person(s) using the hall. Proper caution must be taken to ensure that furniture and flooring are not damaged. Sitting on tables and dragging tables and/or chairs across the floor, rather than picking the furniture up to position it is subject to damage. Occupant must keep the premises in a neat and clean condition and will be responsible for any damages that occur.

All trash is to be put in plastic bags, tied, and taken to the dumpster. This includes the restrooms. **All** floors are to be swept. If the floors become marked and soiled, the marks must be removed and the floor mopped

MISCELLANEOUS

No tape (with the exception of painter's tape), tacks, nails, or other method may be attached to the walls or ceiling.

No confetti, glitter, rice, paper, petals or any other form of shredded materials may be thrown anywhere on Church property. Security/Damage deposit will be forfeited. Birdseed only may be used outside the hall.

Stains or damage to floors, walls, tables, chairs, etc. will result in loss of deposit. A member of the office staff will review the facilities before with you and afterwards.

Exits will remain UNBLOCKED at all times.

NO SMOKING ALLOWED INSIDE BUILDING. The possession and/or use of any illegal drugs will not be allowed on premises.

All lights must be turned off and heat/air conditioners are to be turned to designated temperature.

Security – Occupant shall, at occupant’s sole cost, provide adequate security at the Premise. Occupant assumes all responsibility and liability for providing or failing to provide adequate security at the premise. **No alcoholic beverages are allowed at Quinceañeras or where the event honoree is a minor and minors are present.** The sale of any alcoholic beverage is absolutely forbidden.

Occupant agrees to:

- Accept the property in “as is” condition, premises being suitable for intended use;
- Be responsible for the conduct of all persons attending the event;
- Be responsible for any and all damages to property that may occur during the length of terms;
- Be responsible for any accidents or injuries that may occur as a result of using this facility; and,
- Be present at all times during the rental period.

Indemnity – The occupant shall hold harmless SMdP and its representatives and indemnify SMdP against any claims, suits, expenses, damages or liabilities of any kind in connection with rental of SMdP facilities.

Assignment – this agreement may not be assigned, transferred or sublet.

Cancellation – this agreement must be terminated in writing prior to 30 days before the scheduled rental date to receive a refund of the security/damage deposit.

FEES – Main Hall & Use of Kitchen

Fees for registered parishioners of at least six (6) months are \$200 for four (4) hours plus \$100 Security/Damage Deposit (check, cashier check or money order).

Damage deposit will be refunded (within 7-10 business days of the event) upon completion of a post-inspection walkthrough by office staff, all personal items are removed, all trash is disposed and cleanup is satisfactory.

Hall is formally reserved upon approval of agreement and receipt of security/damage deposit. Full rental payment must be made two weeks prior to event or risk cancellation:

Rental Fee: _____ Paid: _____

Damage Deposit: _____ Paid: _____

Events Insurance: _____ (An estimate will be given; actual fee will be the responsibility of the occupant renting the facilities once the parish is invoiced.)

I understand and agree to abide by all conditions contained in this Event Occupancy Agreement for Use of Hall (4 pages).

_____ Date _____
Signature of User

Contact Information:

Printed Name: _____

Mailing Address: _____

Cell Phone Number: _____

Email: _____

Pastor Approval: _____ Date: _____

Notification by Parish Business Manager: _____ Date: _____

Amount Deposit Refunded _____ Date: _____

Agreement is current as of 2/1/16 and is subject to future revisions.