

St. Robert Bellarmine Parish
27101 W. Chicago
Redford, Mi 48239
Parish Facilities Rental Agreement

Deposit and completed Rental Agreement are required to reserve facility space
 Rental Fee is due 14 days prior to the event.
 You may request a reminder email.

Event Date _____ Today's Date _____

Lessee/s Name: _____ Driver Lic # _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email _____ Name of Event Contact: _____

Telephone: _____ Cell Phone _____

Estimated number of guests _____ Facility Requested _____

Setup Time: _____ Event Start Time: _____ Event End Time: _____

Type of Event: _____

Activity will occur: _____ One time _____ Weekly _____ Monthly _____ Annually

Parish Member _____ Parish Organization _____ Other _____

Organization
 Name _____

Security Deposit

A security deposit is required at the time of requesting the reservation. Once the reservation is approved, your confirmation # will be issued and the deposit check will be cashed. The rental fee payment is required no later than 14 days prior to the scheduled activity. Returned checks will be charged a \$35 processing fee and may constitute cancellation of event. Current and future requests, if approved, will require a cash deposit. Facility damage and incomplete clean-up charges will be withheld from the security deposit. A check will be issued for the security deposit or balance thereof once satisfactory facility condition has been verified. An explanation of the amount withheld will accompany any security deposit return.

<u>Facility</u>	<u>Rental Fee</u>	<u>Deposit</u>	<u>Total Due</u>	<u>Maximum Capacity</u>
Church Hall	\$100.00	\$150.00	\$250.00	96 people
Activities Building	\$250.00	\$250.00	\$500.00	400 people

Custodian:

The custodian assigned to your event is not responsible for set-up or clean up; he is on site to assist in the smooth and safe operation of your function. This individual will check the facility at the conclusion of your activity and sign the check-out list with you prior to you leaving the building. Improper clean-up will result in forfeiting all or a portion of the security deposit.

Custodial Fee:

- \$10 per hour prior to midnight, \$15 per hour after midnight.
- Hourly rate begins at the scheduled starting time for your access to the facility
- Fee is paid in cash directly to the custodian assigned to your event

All parish members and organizations are responsible for leaving the facility in a clean, safe and useable condition. Failure to do so may result in the rejection of future use requests.

All Facilities Are Smoke-Free Environments

- All rentals are to be arranged through the Facilities Use Office and included on the parish calendar
- No alcoholic beverages are to be sold during any activity
- Parish Organizations are exempt from executing a rental contract
- St. Robert Bellarmine Parish reserves the right to modify terms of the agreement as it deems necessary

TERMS AND CONDITIONS

The Lessee agrees to the following terms and conditions:

INSURANCE & LIABILITY

St. Robert Bellarmine Parish is not responsible for any accident, injury, or personal or organizational property left, lost, damaged or stolen in or on the parish facilities, grounds or parking areas.

Lessee initial _____

- Lessee is responsible for all claims for repair or damage to church property during time of rental caused by Lessee, an agent, employer or sub-contractor, including caterer.
- Lessee is responsible for loss or removal of furnishings or supplies during the time of rental
- Lessee shall require caterers to be adequately insured against claims arising from a wrongful death, personal injury, property damage and other liabilities including food poisoning

A Liability Insurance Policy is necessary for each 24-hour period to protect the parish and the renter. The policy is to be purchased through Michigan Catholic Conference at a cost of \$100.00 a day, and is paid directly to MCC.

SECURITY DEPOSIT REIMBURSEMENT

- On the next business day following the event, the rental space will be evaluated to ensure cleanliness, according to the contract, and that all equipment is returned to the proper place. Security deposit will then be mailed to the Lessee's address.
- The Lessee acknowledges and accepts full responsibility for any damages or expenses incurred by the Lessor as a result of Lessee's use of the leased premises and for any damages caused to the leased premises or Lessor's personal property, by Lessee, its guests, agents, employees, or invitees.
- Nothing herein shall prevent Lessor from recovering damages suffered by it, in excess of the amount of the deposit fee, by appropriate legal action against Lessee. If such legal action is necessary, the Lessee shall pay Lessor's reasonable attorney fees and costs of litigation.

DECORATIONS AND FURNITURE

- Nails, screws, glues or other adhesives which may mark or damage the walls, floors or ceilings may not be used.
- Any potentially combustible decorations must be fire resistant
- Decorations, furniture and wall hangings in place at the time of rental may not be altered or removed without the prior consent of the Parish Administrator and Facilities Team.
- Table and chair racks are to remain in the appropriate storage areas during the event

CODES OF BEHAVIOR

- Lessee is responsible to maintaining peace and good order at all times.
- The Lessee is responsible for making sure that the attendees of the contracted event stay in the assigned area, unless authorized by the Facility Coordinator.
- Lessee is responsible for the supervision of children while on premises.
- Lessee is responsibility for the removal of decorations and trash and adhering to clean-up policy.
- Absolutely no smoking is allowed in any parish facilities

TRASH AND CLEAN-UP

- Lessee will upon conclusion of event return all tables and chairs to storage room, chairs and tables should be placed neatly on the racks as originally found, bathrooms cleaned and the hall floor swept clean of any trash or dirt.
- Lessee will upon conclusion of event remove all decorations, turn off all lights and any special equipment, and close and lock all windows, and doors where specified.
- Return the hall to its original order prior to event.
- The Lessee is to remove all trash from the facility immediately following the event and should place it in the trash bin located behind the building.

I, _____, lessee of the St. Robert Bellarmine Parish facilities indicated above, on the above noted event date, have read and agree to adhere to the terms and conditions indicated in this agreement. Forfeit of security/reservation deposit will occur if terms and conditions are not followed.

Signature

Date

I have read and agree on behalf of my organization to adhere to the terms and conditions provided to me by St. Robert Bellarmine Parish regarding use of the parish facilities. I am also authorized by my party to enter into this agreement.

Signature _____

Date _____

Printed Name: _____

Title _____

Approval # _____	*****For Office Use Only*****	Approval Date: _____
Deposit: _____	Check # _____	Date: _____
Rental Fee: _____	Check # _____	Date: _____
Insurance Received: _____	Date: _____	Damages _____
Deposit Returned _____	Date _____	