

St. Mary's Catholic Church
311 4th St N
Humboldt IA 50548

Parish Hall and School Gym Rental Agreement

Renter's Name/Organization _____

Address _____

City _____ State _____ Zip _____

Email: _____ Phone: _____

Name of person in charge of event _____

Additional contact person _____ Phone _____

Event Information:

Parish Hall with Kitchen: _____ School Gym with Kitchen: _____

Date of Event: _____ Day of week: _____

Est. Attend. _____ Nature of the event _____

Time rental begins _____ Ends _____

(Please allow time for your set-up and clean-up. Entry and exit times are to be negotiated in advance.)

Is the event open to the public? Yes No

Will there be music? Yes No Type of music _____

Is alcohol being served? Yes No Beer _____ Wine _____

(Note: All state laws and policies of the Diocese of Sioux City relating to serving alcohol must be enforced.)

Date application filed _____

Application accepted by _____

Amount of Deposit paid \$ _____ Total Rental Cost \$ _____

Applicant's Initials _____

St. Mary's Catholic Church Rental Agreement Conditions of Use

Please read the Rental Agreement and Conditions of Use carefully. Initial at the bottom of page one and sign in the signature space provided on this page.

Rental agreements for St. Mary's Parish Hall or St. Mary School Gym will be completed and turned in to the Parish Office. Call 515-332-2856 for availability of rental facilities. Scheduled parish or school activities, including funerals, have priority over other events.

Rental Fees

Rental Fee Per Day:

Parish Hall with Kitchen (no stove) - \$300 parishioner; \$400 non-parishioner; due at signing and non-refundable

School Gym with Kitchen - \$300 parishioner; \$400 non-parishioner; due at signing and non-refundable

Sporting Practices - \$25; due at signing and non-refundable

Insurance

Proof of Liability Insurance is required.

For rental of Parish Hall or School Gym, application for Special Events Coverage must be submitted to the Parish Office for review by the Diocese of Sioux City. There is no cost to parishioners. The premium cost to non-parishioners is \$100 unless a certificate showing proof of \$1,000,000 liability coverage is provided. Application must be made at least 15 days prior to the event, but no more than six (6) months before the event.

For sporting practices, the applicant will sign an Adult Hold Harmless/Indemnity Agreement.

Deposits

Parish Hall or School Gym - \$100; a damage deposit is required for use of the facilities and will be returned if facilities are properly cleaned. Any damage to the property will be repaired or replaced at the expense of the renter.

Sporting Practices - \$50; deposit will be due at the time of scheduling and will be forfeited if gym rules are not followed. Gym rules include leaving the gym set up as it was upon entry, turning out the lights, and ensuring that the doors are locked.

Reservations:

1. All the requirements for rental must be completed and approved by the Parish Office. Required items include but are not limited to the following: signed and completed rental agreement, receipt of rental deposit and fees, photo ID, and proof of liability insurance.
2. The applicant for the rental agreement and/or organization on whose behalf the rental is being made is responsible for compliance with all the conditions of use for the facility.
3. This rental agreement must be signed by a person who is at least twenty-one (21) years of age.
4. Rental agreement must be completed at least 15 days prior to the event, but no more than six (6) months before the event.
5. Under no circumstances shall the applicant/renter and/or organization sublease or allow any other organization or individual to use the facility during the time and on the dates for which they have reserved the facility.
6. St. Mary's Parish reserves the right to refuse rental to any party.

Equipment/Accessories:

1. This agreement also includes the use of the facility’s round and/or long banquet tables, chairs and kitchen equipment.
2. Renters will set up and tear down tables and chairs as needed.
3. Chairs and tables are not to be taken outside of the facilities.
4. St. Mary’s Catholic Church does not provide AV/PA systems. The renter may bring in AV/PA equipment at their own cost.
5. Password protected guest Wi-Fi is included.

Miscellaneous:

1. All decorations must be free-standing. Nothing is to be nailed, pinned, or taped to any part of the walls or windows.
2. In the event that a facility key is issued, the renter is responsible for picking up said key(s) from the parish office during office hours prior to the event. Renter assumes liability and responsibility of the facility once the key is picked up. Renter will return key(s) *on the next day that the parish office is open* following the event. Renter is responsible for any lost keys and any costs that St. Mary’s Catholic Church might incur to **replace and/or re-key** the facility.
3. Clean up includes
 - a. Double checking bathrooms for garbage and messes
 - b. Clean sinks and wipe off counters
 - c. Bag up garbage in cans and remove to the dumpster
 - d. Turn off lights and lock doors.
4. In the event the facility is left damaged, the renter and/or organization understands and hereby agrees that they will be charged for any and all janitorial and/or repair fees incurred by St. Mary’s Catholic Church, and these fees will be billed to the renter and/or organization.
5. St. Mary’s Catholic Church will not be responsible for any items or equipment brought to the facility by the renter/s.
6. **NO SMOKING is allowed inside the parish or school facilities.** If people attending the renter’s event smoke outside the building, the renter is responsible for cleaning up any smoking debris.

Indemnification:

1. The applicant agrees to indemnify, defend and hold harmless St. Mary’s Catholic Church, its agents, officers and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property, or third persons arising out of or any way connected with the applicant’s rental and use of the facilities.
2. All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees and all individuals.
3. The undersigned has read and understands the conditions contained herein and made part of the rental agreement and agrees to all the aforementioned rules, regulations and conditions of use for St. Mary’s Catholic Church facilities.

Signed _____ Date _____
(Applicant/organization’s representative)

Print name