***OUR LADY OF LOURDES***

 **COMMUNITY CENTER RENTAL AGREEMENT**

(Effective March 1, 2018)

The cost for the use of The Community Center at Our Lady of Lourdes is **$650.00-night use, $550.00-day use** per three (3) hour event, $100 per additional hour.

The cost is broken down as follows:

**Community Center Rental - $455.00 Night, $355.00 Day; Property / Cleaning Deposit-$100. Special Events Insurance $95 \*Additional fee charged if Security is needed** (see next paragraph). {The Property/Cleaning deposit will be refunded no later than 7 days following the function after the Cottage and parking lot have been diligently inspected by a staff member of Our Lady of Lourdes Catholic Church}.

Parties must understand that this property is owned by Our Lady of Lourdes Catholic Church. As an essential element of the consideration of this rental agreement, Lessee covenants and agrees that no part of the Leased Premises will be used at any time for any purpose that contradicts the teachings and beliefs of The Roman Catholic Church.

If alcoholic beverages will be served and/or more than one hundred (100) people are in attendance, a St. Bernard Deputy must be hired for security. They must be present one-half hour before the start of the function and remain one-half hour after the function has concluded. **\*$40 per hour** will be added to the cost listed above.

If alcoholic beverages are to be served at the function, the lessee hereby agrees that these shall not be served to anyone under the age of twenty-one, nor shall anyone under the age of twenty-one be serving the alcohol.

The lessee hereby agrees to indemnify the parish/school for any and all damages caused by or to any person participating at the function, whether such damage is caused by the use of alcohol or otherwise.

All fees must be paid two (2) weeks in advance of the date of the function. A **$100.00 NON-REFUNDABLE Deposit** is required to reserve the Community Center. If the scheduled event is canceled, the $100.00 Deposit will be forfeited.

The agreed upon time for the rental is **six (6) hours**. Two (2) hours prior to the event and one (1) hour after. This time includes preparation, event and clean-up. If more time is required, there will be an additional charge of $100.00 per hour. The function must end by 11:00 P.M. and the Community Center must be vacated by Midnight.

Smoking is NOT ALLOWED inside the Community Center.

Nothing may be attached to or hung from walls or ceiling. Self standing decorations are permitted.

Lessee is responsible for bringing all necessary supplies. Tables and chairs may be used but must remain **inside** the building.

No civil or religious ceremonies (including weddings) are to be conducted in “The Community Center”. The Community Center is only to be rented for receptions, showers, parties, and meetings as reflected above. Only wedding receptions where the wedding takes place in Our Lady of Lourdes Church may be held in the Community Center.

The Community Center must be returned to its original condition following the event. This includes cleaning the main area, restrooms & kitchen. The Community Center must be free of all litter (cups, napkins, etc.), thoroughly swept and mopped. All mops and buckets must be rinsed and cleaned after usage. All trash must be bagged and deposited in the outside garbage containers. The Parking Lot should also be free of any trash. Failure to do so will result in loss of Cleaning Deposit.

All left-over food, drinks, etc. must be removed from the Hall and Kitchen area.

Rules **NOT** followed may warrant the Security/Cleaning Deposit being forfeited at the sole discretion of Our Lady of Lourdes Catholic Church.

All business must be contracted with the parish office Monday thru Thursday, 9:00 A.M. – 4:00 P.M. & Friday, 9:00 A.M.-2:00 P.M.

***I, THE BELOW-SIGNED LESSEE, HAVE CAREFULLY READ THE ABOVE AND DO HEREBY AGREE TO ABIDE BY THE RULES OF THIS RENTAL AGREEMENT:***

DATE OF EVENT TIME OF EVENT TYPE OF EVENT

TIME TO OPEN Community Center SECURITY NEEDED (Y/N - Hours) APPROXIMATE # OF GUESTS

NAME (SIGNATURE OF LESSEE) TODAY’S DATE

PRINT NAME ADDRESS PHONE #

TOTAL AMOUNT DUE AMOUNT PAID BALANCE DUE

+++++++++++++++++++++++++++++++++++++++++++++++**OFFICE USE ONLY**++++++++++++++++++++++++++++++++++++++++++++++

 SECURITY DETAIL REQUESTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catholic Mutual: Sent\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_\_\_\_\_\_\_ Property/Cleaning Deposit Refund: Ck#:\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_