

## **St. Joseph Church Hall Rental Guide and Policies**

March 2015

### **RENTAL FEE**

St. Joseph Church Hall has a rental fee of \$75.00 for current parishioners and \$150.00 for non-parishioners. This fee covers use of the Hall and kitchen, including tables/chairs, and restroom facilities. Special permission is required for use of the televisions. If the Hall is available the day before your event, you may begin your set up prior to your event day for a fee of \$25.00.

### **SECURITY DEPOSIT**

A \$75.00 security deposit (parishioners) or \$150 (non-parishioners) must accompany the signed rental agreement to reserve the Hall. The security deposit may be used to pay for any and all damage that occurs as a result of the event. If the deposit is insufficient to pay for any and all damage caused at the event, the additional amounts will be billed. An itemized list will be provided of the damage.

Rental fee and security deposit shall be paid no later than five (5) business days prior to the event or date agreed upon by the Pastor or his designee. Any waiver of these fees must be approved by the Pastor or his designee prior to the rental agreement being signed.

The beginning and ending time of your event must be approved by the Pastor or his designee.

### **USE OF THE KITCHEN**

Items in the kitchen cupboards and drawers are available for use. You must provide your own coffee and dish towels for your event.

### **DECORATIONS**

Temporary decorations are permitted only if they do not harm the finish on the wall, ceiling, or floors. No nails, hooks, screws, pins, or heavy tape is permitted.

### **ALCOHOL POLICY**

Liquor may be served at the Hall with proof of homeowner's insurance provided at the time the rental fee is paid. No one under twenty-one (21) years of age may be served alcohol and the event must be by invitation only (not open to the public). Liquor may not be sold at the event. If liquor is served after 9:00 p.m., proof of additional insurance coverage will be required.

### **SMOKING**

The Hall is a non-smoking facility.

### **TABLES AND CHAIRS**

There are twenty (20) eight-foot tables and 120 (approx.) chairs provided for your use. Tables and chairs can be arranged as you wish for your event. They should be returned to their original position at the close of your event. Tables and chairs are to remain in the Hall at all times.

## **CLEAN UP**

Please be respectful to others using the Hall after you. Pick up debris/garbage/recyclables after your event and place in appropriate garbage containers. St. Joseph Church cleaning staff will put the garbage out for pick up. Garbage bags are available under the sink. All excess food or beverage spills must be cleaned up, decorations removed, and tables and chairs placed in their original position. A diagram of the tables and chairs is posted in the kitchen. All personal and rental equipment brought into the Hall for the event must be removed the same day, immediately after the event.

Failure to abide by the cleanup rules may result in a reduction of the security deposit returned to you.

## **INDEMNITY REQUIREMENT**

Any person or group using the Hall shall hold St. Joseph Church harmless from any and all claims of any nature, including but not limited to claims for personal injury and/or property damage, which arise out of or on the premises during or as a result of the event. St. Joseph Church may request a copy of a policy of liability insurance coverage to provide evidence of insurance.

## **CHECK OUT**

A thorough inspection and inventory will be done to determine any damage before your security deposit is returned.

## **QUESTIONS**

Contact the Pastor at 319-679-2271 or his designee as arranged.

**ST. JOSEPH CHURCH HALL RENTAL AGREEMENT**

Rev. Michael Spiekermeier, Pastor  
209 Brady Street, PO Box 187  
Hills, Iowa 52235  
39-679-2271

I, \_\_\_\_\_ representing \_\_\_\_\_

have read and understand the rental guidelines and policies of the St. Joseph Church Hall.

Type of event:

\_\_\_\_\_

Date of event:

\_\_\_\_\_

Check in date/decorating time:

\_\_\_\_\_

Number of guests anticipated:

\_\_\_\_\_

Please list representatives of the group or contact person for the event.

\_\_\_\_\_

\_\_\_\_\_

Please include your payment of the \$75/\$150 security deposit. No agreement will be accepted without the deposit.

Both checks will be deposited. Security deposit will be refunded after the inspection.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date Rental Agreement received: \_\_\_\_\_ Security deposit received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Date Received Proof of Insurance: \_\_\_\_\_

Deposit/fee paid by: \_\_\_\_\_  
(Name, address, and telephone number)

Date security deposit returned: \_\_\_\_\_

Authorized/approved by: \_\_\_\_\_