



STS. PETER & PAUL RENTALS

Rental Agreement

The Facility Rental Agreement is entered into on _____ (today's date) by and between _____ "Licensee" and Joseph Siegel, Bishop of the Catholic Diocese of Evansville, IN, by and through Sts. Peter & Paul Catholic Church, Haubstadt, IN "Diocese" with respect to Licensee's proposed use of space at the Diocesan Location on the date below. Diocesan Location and Licensee agree to the following rules, regulations and provisions:

Facility Being Rented: _____ **Event Date(s):** _____

Eligibility

1. All facility renters must be 21 years of age or older.
2. Civil weddings are not permitted in our parish facilities.

Smoking Policy

Sts. Peter & Paul is a smoke-free campus. Smoking is not permitted.

Insurance Requirements

1. Licensee agrees to provide the parish office with a Certificate of Insurance (COI) for comprehensive general liability insurance in the amount of not less than \$1,000,000 per occurrence no later than four weeks prior to the event if:
 - a. Alcoholic beverages are served (beer/wine only). To be disclosed on the COI.
 - b. The event is a wedding, or
 - c. The rental is by a non-parishioner.

The COI must name Sts. Peter & Paul church, Haubstadt, IN., Bishop Joseph Siegel, and the Catholic Diocese of Evansville and its subsidiaries as additional insureds. The COI may be obtained through the diocesan insurance company or the insurance company of the Licensee's choice.

2. When alcohol is being sold (ex. cash bar vs. complimentary service) at the rented facilities additional liability insurance is required. This additional liability insurance is also required if there is a charge for admission to the event, whether alcohol is sold or complimentary. Beverage caterers/bartenders typically provide this additional coverage. Proof of coverage shall be provided to the parish office no later than four weeks prior to the event.

Gaming Events

For fundraising events that include gaming, the renter must provide proof of a valid gaming license.

Property Care and Responsibility

1. Any abuse of, damage to, or loss of Diocesan Location property shall be the responsibility of Licensee. Licensee agrees to reimburse the Diocesan Location all expenses necessary to restore the damaged property to its original condition.
2. Licensee hereby holds harmless and indemnifies the Catholic Diocese of Evansville, the Pastor, the Diocesan Location, its subsidiaries & affiliates, and their respective officers, employees, members, representatives, and agents, against any and all losses, claims, liability, suits or damages (including attorneys' fees) arising or allegedly arising out of or resulting from, or in any way connected with the occupancy by or use of the premises by Licensee or any other person using such premises under said license arising out of injury to persons or property.
3. Diocesan Location shall not be liable under any circumstances for the loss, damage, or return of any items of personal property brought onto the premises by Licensee or any of its guests. Licensee shall assume all liability and risk of loss for any loss or damage to items of personal property brought onto premises by any member of said Licensee, or any of its guests. The Diocesan Location shall assume no liability for the loss or damage of vehicles parked in the Diocesan Location parking lot by Licensee, or any of its guests. The Diocese or any of its affiliates shall not be liable for any injury to the person, including death, of the Licensee, or any other person who may be on or about said premises in connection with the Licensee's use of the premises.
4. Licensee assumes full responsibility for the conduct of all persons attending Licensee's event.

Rental Time and Usage Rules

1. For hourly rentals, renters must reserve the facility for the full time they intend to be in the building.
2. The Diocesan Location shall have the right to make reasonable rules and regulations at all times regarding the use of the premises with which the Licensee agrees to comply.
3. Adult supervision of children is required at all times.
4. For weddings & similar events, the band/DJ must stop playing and the bar must close by 11:00 p.m.
5. The building must be empty of people, personal items, and rental items by 12 a.m. Failure to clear the building by 12 a.m. will result in forfeiting 1/2 of the security deposit. The entire security deposit will be forfeited if the building is not cleared of people, personal items, or rental items by 12:30 am.

Facility Access

Renter shall coordinate door lock schedules with the parish office.

Alcohol Guidelines

1. No hard liquor is allowed under any circumstances.
2. If alcohol is dispensed, the licensee is responsible that it is done in a manner that conforms to the requirements of the Indiana Alcoholic Beverage Commission. Licensee may not bring alcoholic beverages into the building or on the property other than those being served by a licensed bartender.
3. No excessive use of alcohol will be tolerated.
4. Minors are not to be served alcohol.
5. Use of alcoholic beverages is restricted to the rented facilities. For functions where alcohol is served, a licensed bartender is required at the expense of the Licensee. Copies of the bartenders' license should be given to the parish office one month prior to the event. The bartender's license must be posted near the area of alcohol service.
6. Refrigeration for alcoholic beverages must be provided by the leasing party.

Alcohol Declaration

Licensee will / will not (circle one & initial) serve alcohol on Premises. Initials_____

If alcohol is served, do you intend to charge for the alcohol or charge admission to attend the event?

Yes_____ No_____ Initials_____

Parking

If the event coincides with Mass, please do not park in the spaces next to the church. Parking is available in the parking lots north and west of the Family Life Center, spaces in front of the cemetery, and the east side of the school.

Mass times are:

Monday: 6:30 p.m.

Friday: 8 a.m.

Tuesday: 6 a.m.

Saturday: 5 p.m.

Wednesday: 8 a.m.

Sunday: 7 a.m. & 10 a.m.

Decorating Guidelines

All Facilities

1. Lit candles are not allowed in Sts. Peter & Paul facilities.
2. Decorations may not be affixed to painted surfaces (ceilings, walls, floors and doors), especially by the use of nails, staples or adhesive tapes.
3. Nothing is allowed to hang from the ceiling.
4. No glitter or confetti may be used.
5. The Licensee is responsible for table and chair arrangements.

Family Life Center

1. Helium balloons are not allowed.
2. Dance wax and powder is prohibited from use on the floor.
3. Nothing is allowed to hang from the ceiling.
4. Liquids with food dyes or coloring that may discolor the floor are not allowed.
5. The Licensee is responsible for setting up and taking down tables & chairs. (Wedding receptions do not take down tables and chairs)

6. Tables or chairs are not to be taken out of the building. Please do not make sharp turns with the carts.
7. Do not set anything with a sharp edge on the vinyl floor.

Decorating Time for Wedding Reception/Large Event

1. Decorating may take place on Friday prior to the event, beginning at 4 p.m. during the school year. Decorating may commence at 1 p.m. during non-school times.
2. The facility may be used for decorating for a maximum of six hours on Friday.
3. The facility will be clean and prepared when you arrive.
4. The Licensee is responsible for ensuring the facility is left clean and orderly after decorating.

Clean Up

All Facilities

1. The Licensee is responsible for cleaning up after the event (exempt for wedding reception).
2. The Licensee is responsible for taking out all trash and putting a clean liner in the trash cans. The dumpster is in the back of the school.
3. Clean up any spills as soon as they happen. A wet mop will be provided. Caution: neglect of apparent hazards may make you as host, liable for legal penalties.
4. All tables and chairs must be washed off and returned to their original location (except for wedding receptions).
5. Dust mop the floor.
6. If you take out any items, please put them back in their proper place.
7. Turn off all lights that are not on an automatic sensor.

Family Life Center

1. Drain water and clean the sinks, removing all food particles.
2. Cleaning supplies are located in the teachers lounge.
3. **Wedding reception only:** The rental fee includes normal clean-up and taking down of tables and chairs. Additional fees will be added for excessive clean up.

Cafeteria

1. Cleaning supplies are located in between the back doors out of the kitchen.
2. Drain water and clean the sinks, removing all food particles.

Parish Center

1. Check all bathrooms to ensure they are clean and trash is taken out.
2. Cleaning supplies are located under the sink in the kitchenette.

Individual Facility Guidelines

All areas and facilities must be left in the same condition as when you arrived. The following guidelines are in place to ensure cleanliness, safety and proper use of the facilities.

FLC Guidelines

1. **Facility Size:** 102ft. x 79ft.
2. **Permanent Bleachers** (42 ft. long) are located along the south wall.
3. **Tables & Chairs:** 64 eight foot tables, 4 five foot round tables and 410 tan folding chairs are available.
4. **Not Included in Rental:** Any items other than tables & chairs.
5. **Safety Equipment:** Fire alarms (pull boxes) are located at the entrance doors. A fire extinguisher is located at the center of the north wall.
6. **Kitchen Facility + Supplies:** A full kitchen facility is not available in the Family Life Center - only a sink and refrigerator are provided. Supplies are provided by renter.

Wedding/Large Events

1. Maximum capacity for wedding receptions is approximately 400 people.
2. Included in the cost for the rental for a wedding reception is an event steward provided by the parish.
This person will be responsible for taking out the trash, helping clean up any major spills, and contacting the police/parish representative, if needed.

Cafeteria Guidelines

1. **Tables & Chairs:** 20 tables and 160 chairs are available on the north side of the cafeteria, and tables and 31 chairs are available on the south side.
2. **Supplies:** Please only use the provided trash bags. If you borrow parish supplies (paper towels, plastic wrap), either replace them or notify the parish office.
3. **Kitchen Equipment:**
 - **Pots, Pans, Utensils:** Available for use; please return them clean.
 - **School Food:** Do not use the cafeteria stock of school food.
 - **Walk-In Cooler & Steam Table:** Use only with prior arrangements through the parish office. If the steam table is used, clean it thoroughly and turn off the gas.
 - **Warmer:** Turn off after use. If unsure how, unplug it.
 - **Stove:** Clean after use. Ensure burners are off and pilot lights remain lit.
 - **Oven:** Clean after use.
 - **Dishwasher:** Do not use unless prior arrangements are made with the parish office.
4. **Building Access:** Rental of the cafeteria does not include access to the rest of the school or the Family Life Center.
5. **Closing Time:** The building must be vacated by midnight.
6. **Electrical Use:** If anything is unplugged for your event, it must be plugged back in before leaving. Any loss of food or drink due to items left unplugged, even by accident, may result in charges to the renter.

Parish Center Guidelines

1. **Closing Time:** The building must be vacated by midnight.
2. **Food and Drink:** Food and drinks are not permitted in upstairs meeting rooms with the exception of water. If renting the basement, a kitchenette with a sink and refrigerator is available.
3. **Alcohol:** Alcohol is not permitted in the Parish Center building.
4. **TVs:** Use of the meeting rooms' TVs must be arranged through the parish office. TVs are not connected to cable or local stations.
5. **Lighting:** All lights are on automatic sensors.

Rental Fees

Security Deposit

Deductions are made from the security deposit, at the discretion of the parish, for any guidelines not followed, for any damages that occur, & for any "excessive" clean-up that is required. Cost of repairs for damages in excess of security deposit will be billed to the Licensee.

Facility Rental Hourly Fees for the Cafeteria, Family Life Center, and Parish Center Basement

- Active parishioner: \$25 per hour *
- Non-parishioner: \$75 per hour

Family Life Center I Wedding Reception / Large Event Fees

All fees are due 4 weeks prior to the event date.

- **Security Deposit:** \$400 (refundable if guidelines are followed)
- **Active parishioner:** \$775 *
- **Non-parishioner:** \$1400
- **Funeral/Visitation:** \$250
- **Confirmation of date:** \$150 non refundable deposit
- **Security:** \$300/per officer. Gibson County Sheriff on site during the event.

***An active parishioner is one who:**

- Participates in Mass,
- Participates in the life of the parish by sharing time and talents to further the work of the Church, and
- Contributes regularly to the financial support of the parish.

All members are encouraged to be active parishioners and be good stewards of God's gifts through prayer, giving and service.

Cancellation

The Diocese reserves the right to cancel this agreement in the event of unforeseen facility needs, emergencies, or severe weather. In such cases, all rental fees and deposits will be refunded. If the Licensee cancels fewer than 30 days before the event, the deposit will be forfeited.

The parish office reserves the right to change the terms and conditions of this Agreement. Written notice of changes shall be issued to holders of open/active Agreements.

I have read and agree to the above regulations.

Printed Name

Phone Number

Signature

Date