



RENTAL POLICY AGREEMENT

Hughes Hall ~ Kitchen
School Building ~ Pavilion

ST. JOSEPH CHURCH
11045 St. Joseph Blvd., Mantua, OH 44255
Ph 330-274-2253 / Fx 330-274-2254
parishoffice@stjosephmantua.com

We wish to welcome you to St. Joseph's Hughes Hall, Kitchen, School Building, and Pavilion. As guests of our facilities, we would like to invite you to enjoy the space. We also offer specific guidelines for you to observe when reserving and using our space.

RESERVATIONS AND RENTAL FEES: A member of the parish staff will be happy to take your reservation over the phone or in person. At this time, a date will temporarily be reserved until the contract is signed and a refundable security deposit of \$150.00 is made. This security deposit will be returned to the renter within two weeks upon inspection and approval of the premises being left in proper order. All fees must be paid at the time of the event. You are welcome to bring in a caterer for your event. Please advise them that they may use our facilities, but leave it in the condition it was found.

SPACE	FAMILY PARTIES (Showers, Receptions, Baptism, 1st Communion)	GRAD. PARTIES, WEDDINGS & OTHER LARGE EVENTS	NON-PROFIT FUNDRAISER
Hughes Hall 250 capacity (200 chairs avail.) Kitchen Refrig./Freezer Storage Stove & Ovens Warming Units Microwave Dishwasher Ice Machine	Parishioner - \$150.00 Non-Parishioner - \$200.00	Parishioner - \$200.00 Non-Parishioner - \$300.00	\$300.00
School Building 8 Classrooms All-Purpose Room Library Computer Room	Rental Agreement & Pricing Determined on a Case by Case Basis		
Parish Center 30 capacity Meeting Room Full Kitchen Courtyard Garden	\$100.00		
Pavilion Benches Electric Available	\$75.00		

HOURS OF AVAILABILITY: All St. Joseph spaces are contingent upon the availability of the facilities not conflicting with events associated with St. Joseph Parish. It is asked that courtesy and consideration be observed during Masses times in regard to set-up/take-down, music and any excess noise. Weekend Masses are Saturdays at 5:00 p.m. and Sundays at 8:30 & 11:15 a.m. (10:30 a.m. during summer). An up-to-date Google calendar for the parish schedule may be found our website, www.stjosephmantua.com (News & Events tab).

RULES & REGULATIONS:

1. No smoking is allowed anywhere in the building.
2. Parking is permitted in the main parking lots. Vehicles may be unloaded at the back kitchen door on north side of building. Please take special care as to leave fire lane clear in that north side driveway.
3. No alcoholic beverages may be sold, consumed, or brought on to the premises at any time.
4. The use of or presence of any weapons, firearms, or anything of the like is strictly forbidden.
5. If any injury occurs during your event, please alert the staff after the injured person has been cared for properly. Leave the person's contact information at the Parish Office.
6. All lights in Hughes Hall, school hallways, classrooms, and restroom facilities must be turned off except for security lights.
4. You are responsible for the set-up, break down, and storage of chairs and tables for your event. Our staff is not responsible for set-up or break down. Everything must be returned to the proper storage area. Any furnishings that were already in place before the event must be returned to those positions (Hughes Hall has a set-up diagram located on the wall near the light switch panel).
5. You must provide your own table coverings. Please dispose of them before you leave. Tables and counters should be wiped off. Floors should be swept and any spills must be mopped up.
6. All refuse must be placed in appropriate containers. Garbage cans must be emptied and deposited in Waste Management containers located on the side of the building. Clean garbage bags can be found in the bottom of the containers or in the storage area. Flatten cardboard may placed in designated recycle bin.
7. All windows should be closed and all doors locked and all as you leave (unless arranged otherwise).

USE OF ST. JOSEPH KITCHEN:

1. The use of the Kitchen and its equipment and utensils must be pre-arranged and approved. Contact the Parish Office for more details.
2. Use of the stove, warming units, and dishwasher is permitted with proper use instruction. Please clean up and turn off equipment when finished. All sinks must be free of food particles.
3. All items stored in our refrigerator/freezer units should be removed at the end of the event.
4. Dirty linens are to be placed in the container under the back kitchen counter. Please wash, dry, and return any equipment and utensils used to their proper location.
5. Any damages or theft to any part of the Kitchen and its contents becomes the responsibility of the renter and all charges incurred therein. These charges will be deducted from the security deposit and additional charges will be the responsibility of the renter.

**ST. JOSEPH CHURCH
FACILITIES RENTAL CONTRACT**

(Security Deposit / Rental Fee Due When Contract Is Signed)

DATE: _____

St. Joseph Church hereby rents:

Hughes Hall _____

Classroom (#?) _____

Kitchen _____

Library _____

All-Purpose Room _____

Pavilion _____

Renter(s): _____

Address: _____

Daytime Phone: _____ **Evening Phone:** _____

E-Mail: _____

Date of Event: _____

Time of Event: Begins _____ **Ends** _____

Preparation Time (BEFORE event begins for set-up): _____

Clean Up Time (AFTER event ends): _____

Rental Price: \$ _____ **St. Joseph Staff Fee (Name):** \$ _____ (_____)

Security Deposit: \$ _____ (to be refunded approximately two weeks following scheduled event if there is no damage caused to St. Joseph Church property or necessary clean up by St. Joseph staff is required following the function).

AGREEMENT: This agreement is entered upon between the party using St. Joseph Hughes Hall, Kitchen, School Building, and/or Pavilion and St. Joseph Parish. The terms of this limited agreement can be altered, changed, or revoked at any time by the renter with proper and advance notice given to St. Joseph Church. The renter shall abide by all oral instructions and directives of the pastor/staff of St. Joseph Church. Violation or refusal to comply with any of the terms of this contract by the renter will automatically void this contract. St. Joseph Church reserves the right to refuse rental and/or void any previous agreement to any party/event/function/person that has as its function/nature/purpose anything that is contrary to the teachings of the Catholic faith. St. Joseph Church hereby agrees to the above information and holds the Renter responsible for any and all claims or actions by anyone arising out of the use of any of the facilities of St. Joseph Church during the period of time in which the Renter is renting the facilities. By signing the below, the Renter acknowledges that he/she has been provided with a copy of the Rental Policy Agreement to review prior to signing this contract and has read and agrees to abide by all policies and instructions as outlined in the St. Joseph Church Rental Policy Agreement and this Facilities Rental Contract. Furthermore, the Renter acknowledges that by signing this contract, he/she is liable for all damages to St. Joseph Church property (interior/exterior) and that such damage could result in the forfeiture of the security deposit as well as paying for any expenses in excess of the security deposit. The Renter understands that failure to comply with **any** and all policies could result in legal action necessary to rectify any damages to St. Joseph Church property.

RENTER'S SIGNATURE

ST. JOSEPH CHURCH STAFF SIGNATURE

DATE

**One copy of the Facility Rental Policy Agreement should be given to the Renter.
The original copy will be retained by St. Joseph Church.**

OFFICE USE ONLY: Rental Fee: \$ _____ (Pd.?) Security Deposit: \$ _____ (Pd./Returned?)

Did the Renter comply with the above contract? Yes _____ No _____

Were there any damages to the interior or exterior of the facilities or any cleanup necessary that was in excess of normal usage: Yes _____ No _____ Were there any incidents?

If yes, please explain: _____

CC: Parish Office, Pastor