

# Saint Patrick's Catholic Church

Parish Hall

Rental Procedures

13316 State Highway 185

Bloomington, Texas 77951

Priest Tel: (361) 897-1155 Fax: (361) 897-1064

Hall Tel: (361) 897-1398

# Welcome

Welcome to St. Patrick's Catholic Church. We are delighted that you would like to use the parish hall for your special occasion. As you begin this rental agreement, I ask that you keep a few things in mind.

First, this is a Roman Catholic worshipping community. This means that I am very concerned with the spiritual well being of the souls in this local parish. It also means that I am concerned with the temporal well being of the parish plant. Please show the proper respect while on church property by:

1. Respecting those individuals who may be coming to pray and may not be a part of your celebration.
2. Inviting your family and guests to be clean and orderly.

Second, with any celebration there come rules and this rental agreement will try make them very clear. Feel free to ask for further explanation and guidance. Please understand that by signing this agreement, you agree to adhere to all rules, and therefore, incur all consequences.

May God bless you. May you enjoy the use of the parish hall.

The Reverend Ty Bazar  
Pastor

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## Schedule of Fees

|                  |   |
|------------------|---|
| \$100.00 Deposit | <i>Due with signing of contract<br/>Refundable after satisfactory use of building.<br/>Any damages will be deducted from deposit.</i> |
| \$450.00 Rental  | <i>Registered Parishioner</i>   |
| \$20.00 per hour | <i>Entry into hall prior to rental time.</i>  |

# Hall Rental Agreement

Please print

Date of Rental \_\_\_\_\_

Function: \_\_\_\_\_

Time of Rental \_\_\_\_\_ until \_\_\_\_\_ *All activities must cease by 12:00 A.M. Midnight.*

## Terms of Contract

1. Rent must be paid in advance of function.
2. Air conditioning may be put on two hours prior to rental.
3. No promotional or profit making organizations permitted.
4. Lessee is responsible for conduct and order of guests on premises. Guests should be contained to the hall alone.
5. Lessee will provide deputy when dance is held.
6. Lessee will place all chairs on tables, legs up, cushions down.
7. Lessee will clean up and dispose of all trash, inside and outside of the hall. This includes the parking lot.
8. Lessee is responsible for all building and contents damaged (windows, doors, tables, chairs, etc.)
9. Kitchen appliances and equipment are not part of Hall rental and should not be used.
10. Barbecue pits are not part of rental and may not be used.
11. Personal utensils, cleaning supplies, dish towels, detergent, plates, spoons, knives, forks, scissors, etc., must be brought by lessee.
12. No nailing or taping to walls, ceiling or light fixtures.
13. All personal decorations must be completely removed immediately after the function. Decorations are limited to table tops and should not include candles. Violating this condition will result in a \$50 deduction from Deposit.
14. Gambling with dice or cards is not permitted.
15. Contract must be signed by lessee and returned within 30 days of the confirmed hall rental date.
16. No refund or cancellation less than 60 days before function.
17. LIABILITY agreement: St. Patrick's assumes no responsibility, bodily or otherwise for users of the hall.
18. Hall may not be reserved by parishioner for non-parishioner or other organization.
19. Function must conclude by 12:00 a.m. Midnight.
20. Lessee must turn off air, cut off light, and make certain doors are locked.

I have read the terms of the contract, and fully agree to abide by them.

Lessee \_\_\_\_\_ Phone: \_\_\_\_\_

Hall Administrator \_\_\_\_\_

Date of Contract \_\_\_\_\_

## Payment Schedule

| Fee              | Date Received | Signature of Administrator |
|------------------|---------------|----------------------------|
| \$ 100           |               |                            |
| \$ 450           |               |                            |
| Deposit Returned |               |                            |
|                  |               |                            |

## Checklist

As you complete your rental agreement, please remember:

- \_\_\_ Return your signed contract with deposit within 30 days of event.
- \_\_\_ Pay your rental fees before the event.
- \_\_\_ Pick up the hall key the day before your event from the parish office.
- \_\_\_ Respect and obey all rules and keep the church grounds nice.
- \_\_\_ Secure a deputy if having a dance.

After the Rental:

- \_\_\_ Clean chairs/tables/floors
- \_\_\_ Remove all personal decorations

\_\_\_ Turn off air conditioning

\_\_\_ Turn off lights and lock the doors

\_\_\_ Return the rental key in the pastor's mailbox (on garage door)