

St. Paul the Apostle Church
10143 Main Street
P.O. Box 515
New Middletown, OH 44442
(330) 542-3466
parish133@youngstowndiocese.org

ST PAUL THE APOSTLE CHURCH HALL RENTAL AGREEMENT

RENTAL FEES

- 1. REFUNDABLE CLEANING/DAMAGE SECURITY DEPOSIT: \$100, charged to grad parties & other events at the parish's discretion in addition to the following rental fees:**
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| 2. UPPER HALL RENTAL FEE: | \$300 (non-parishioner) | \$150 (parishioner) | \$150 (nonprofit org) |
| BASEMENT HALL RENTAL FEE: | \$150 (non-parishioner) | \$75 (parishioner) | \$75 (nonprofit org) |

(The basement hall is not handicapped accessible.)

Full payment for the hall is due at least TWO DAYS prior to the event. All fees shall be paid in cash or by check to St. Paul the Apostle Church. Returned checks shall be charged a \$30 fee and the reservation will be canceled.

HALL AVAILABILITY AND USE

- Hall is available for rental Monday through Saturday 6:00AM until 10:00PM, and Sundays 12:00PM (noon) until 5:00PM, unless otherwise being used for parish events.
- Hall rental includes use of kitchen and hall seating area. See RESTRICTIONS section for further details.

SECURITY DEPOSIT

- A 1st payment security deposit of \$100 (Upper Hall) or \$50 (Lower Hall), paid at the church office by cash or check, is required to hold an event date. Should the event be canceled, the security deposit will not be returned.
- For Hall rental events charged a refundable cleaning/damage deposit: The refundable deposit will be refunded to the Renter within 10 business days **IF**, upon inspection of the premises by the church property manager after the event, there is no damage or missing property, the hall was cleaned according to the departure checklist, and the hall key has been returned.
- For all Hall rental events: The Renter shall be entirely and solely responsible for any and all damages, missing property, and cleaning fees arising out of Renter's use of the facility. Fees commensurate to said damages, missing property, and cleaning will be charged to the Renter and/or deducted from the refundable cleaning/damage deposit. Failure to pay said charges will result in the loss of further use of the parish facilities.

RESTROOMS

1. Restrooms for church upper hall rentals are located in the church gathering space.
2. Restrooms for church basement hall rentals are located in the hallway off the basement hall itself.
3. The Renter is responsible for checking the restrooms to ensure they are clean and in good working order, and that the trash is emptied. Failure to do so may result in cleaning fee charges.

ALCOHOL/GAMBLING

1. **Professional security is REQUIRED for all events where alcohol is served or where gambling will occur.** The cost for security is the responsibility of the Renter.
2. Security for the event must be arranged through the New Middletown Village Police Department and from no other source. The rate is \$30 per hour with a four (4) hour minimum. Payment shall be made by cash or check to the New Middletown Village Police Department at the conclusion of the event. Failure to do so may result in penalty charges.
3. **Alcohol and/or gambling may only occur when the security guard is present. Should the event extend beyond the designated time, and the security guard must leave, all alcohol consumption and/or gambling must immediately cease.**
4. The security guard has the right to question any guest's legal drinking age and/or ability to function if the guard suspects impairment. Based on the security guard's professional assessment, any guest may be asked to cease drinking alcohol and/or may be restricted from driving a motor vehicle. The security guard has the right to stop the serving of alcohol.
5. Open containers of any type containing alcohol are not permitted outside of the church hall, including but not limited to the gathering space, restrooms and parking lot.
6. **The renter must present a valid liquor license to the Parish Office prior to the event to sell alcohol.** Please consult the New Middletown Village Police Department on how to obtain a liquor license.
7. The Renter must comply with all laws of the State of Ohio, Mahoning County and the Village of New Middletown, including the rules and regulations of the Ohio Department of Liquor Control and the Ohio Gaming Commission.
8. **Serving alcohol to a minor is strictly prohibited. The Renter is responsible for ensuring that all guests served alcohol are 21 years of age or older.**

FOOD SERVICE

1. The renter is responsible for providing food, paper products, and sterno if chafing dishes are used.
2. Hood fans must be on at all times during use of range tops and ovens.
3. Cleanliness of the kitchen is the responsibility of the Renter and the caterer. Failure to properly clean any area of the rented space according to the Departure Checklist may result in cleaning fee charges.
4. The Renter or caterer is prohibited from using any food items, paper/plastic products, storage containers and any other items located in the cupboards, storerooms, kitchen, refrigerators and/or freezers. Failure to comply may result in missing property charges. Parishioners of St. Paul's are also prohibited from using said items during private, non-parish events.

DECORATIONS

1. **Decorations may not be adhered to any walls, doors, windows, or ceilings.** Use of all tapes, 3M Command strips, and other methods of affixing and attaching items is strictly prohibited. Any damage to walls, doors, windows, or ceilings may result in damage fee charges.
2. The use of glitter, confetti, rice, helium balloons, or similar type items is strictly prohibited.
3. Candles or open flames may only be used in self-contained glassware or other similar fire-proof containers.
4. The Renter is responsible for contacting the church office or property manager if clarification is needed regarding the decoration policy.
5. The Renter is responsible for the removal of all decorations at the end of the event, including all balloon structures. Failure to do so may result in cleaning fee charges.

RESTRICTIONS

1. Guests are not permitted in the church, hall loft, church office/rectory, or the religious education center. Guests are not permitted in the basement hall or the pavilion unless prior rental arrangements have been made.
2. Usage of the gathering space is not included with the hall rental. No tables, chairs, decorations, or other items may be set up or stored in the gathering space while renting the hall.
3. Renting the hall entitles the renter to use the parking lot for parking only. Any other uses of the parking lot, i.e. food trucks, tents, etc., are prohibited unless the parish grants prior permission.
4. Guests are permitted to visit the lake located on the church grounds but do so at their own risk. **Children under the age of 18 must be accompanied by an adult.**
5. The Renter must supply audio equipment unless other arrangements are made.
6. Smoking is prohibited within any building, and in the pavilion, except in designated smoking areas where cigarette disposal containers are located. The Renter is responsible for keeping the smoking areas clean. **Failure to comply will result in a \$200.00 cleaning fee.**

EVENT COMPLETION

1. All tables and chairs shall be returned to their original arrangement immediately following the event.
2. The Renter shall complete the Departure Checklist prior to leaving the kitchen and church hall. Failure to do so may result in penalty charges. The Departure Checklist and the keys shall be returned in the key drop box outside the Hall entrance. Copies of the Departure Checklist are located in the Upper Hall kitchen.
3. All trash must be removed from the hall, kitchen, and bathrooms and disposed of in the blue dumpster located in the gated area attached to the parking lot.
4. All food must be removed. Rather than dispose of unwanted food, it's recommended that leftovers be donated to St. Vincent De Paul Society or Dorothy Day House. The Renter is responsible for taking donated food after arrangements for delivery are made.
5. The hall and kitchen must be cleaned immediately after the event in accordance with the Hall Departure Checklist.
6. All doors must be locked and closed after the event. Failure to do so may result in penalty charges. Any damages that may occur when the hall is left unlocked will be the responsibility of the renter.

MISCELLANEOUS

1. Keys to the hall shall be picked up at the church office the week leading up to the event, (office hours are 9 AM to 2 PM) and are to be returned in the key drop box with the Departure Checklist upon completion of the event.
2. The Renter is responsible for receiving any deliveries which shall be scheduled for the day of the event.
3. Injuries sustained on the entirety of the church grounds should be reported to the Church Office as soon as possible. In the event of an injury on the premises, Renter shall secure the name, address, and phone number of the injured person; the date and time of the accident; exact location of the accident; name(s) of possible witnesses with phone numbers; and a brief description of how the accident happened. An adult should supervise all children attending an event at all times.

MORALITY CLAUSE

1. Events or activities at the St. Paul the Apostle Church Hall must conform to a basic sense of decorum, respect values consistent with the usage of church property, and observe common moral standards. Events that conflict with the doctrine teaching and morals of the Roman Catholic Church, Diocese of Youngstown, and St. Paul the Apostle Parish, for example those inconsistent with the Church's understanding of marriage, cannot be accommodated.