

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

PARISH HALL RENTAL AGREEMENT

RENTAL FEES

1. **REFUNDABLE CLEANING/DAMAGE SECURITY DEPOSIT: \$100, in addition to the following rental fees:**
2. **PARISH UPPER HALL RENTAL FEE: \$250**
3. **PARISH BASEMENT HALL RENTAL FEE: \$100 (The basement hall is not handicap 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 Parish. Returned checks shall be charged a \$30 fee and the reservation will be canceled.

HALL AVAILABILITY AND USE

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

SECURITY DEPOSIT

1. A security deposit of \$100.00, paid at the parish office by cash or check, is required to hold an event date. Should the event be canceled, the security deposit will not be returned.
2. After inspection of the premises, if there is no damage or missing property and the hall was cleaned according to the departure checklist and the hall key has been returned to the church office, the security deposit will be refunded to the Renter within 10 business days. If the Hall was not cleaned per the departure checklist, a cleaning fee commensurate with labor and cleaning costs will be deducted from the security deposit and the partial amount of the security deposit will be returned to the Renter within 10 business days following said cleaning. If damage or missing parish property has occurred, the cost for repair or replacement will be deducted from the security deposit and the partial amount of the security deposit will be returned to the Renter within 10 business days following said repairs. Should the cost for repair or replacement of property exceed the amount of the security deposit, the Renter is responsible for the excess cost and will be billed accordingly. Failure to pay repair or replacement costs will result in the loss of further use of the parish facilities.

RESTROOMS

1. Restrooms for parish upper hall rentals are located in the church gathering space.
2. Restrooms for parish 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 the loss of the security deposit.

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 the loss of the security deposit.

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 parish 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 the loss of the security deposit.
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 the loss of the security deposit. Parishioners of St. Paul's are also prohibited from using said items.

DECORATIONS

1. **Decorations may not be adhered to any walls, doors, windows, or ceilings.** Use of all tapes and 3M Command strips is strictly prohibited. Any damage to walls, doors, windows, or ceilings may result in the loss of the security deposit.
2. The use of glitter, confetti, rice, helium balloons, or similar type items is 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 the loss of the security deposit.

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 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 parish 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** and may result in the loss of the security deposit.

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 parish hall. Failure to do so may result in the loss of the security deposit. The Departure Checklist and the keys shall be returned to the Parish Office. Copies of the Departure Checklist are located in the 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 DePaul Soup Kitchen at (330) 746-4004 or Dorothy Day House at (330) 743-1409. 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 the loss of the security deposit. Any damages that may occur when the hall is left unlocked will be the responsibility of the renter.

MISCELLANEOUS

1. The Renter may bring the two blue recycling containers, one for aluminum cans and one for glass, from the entry area into the hall for use at the event. The Renter is not responsible for emptying these containers.
2. Keys to the hall shall be picked up at the parish office the week before the event, (office hours are 9 to 2) and are to be returned the week after the event with the Departure Checklist.
3. The Renter is responsible for receiving any deliveries which shall be scheduled for the day of the event.
4. Injuries sustained on the entirety of the parish grounds should be reported to the Parish 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 Parish 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 Catholic teaching, for example, those inconsistent with the Church's understanding of marriage, cannot be accommodated.