

ST. BENEDICT HALL RENTAL GUIDELINES

All Saints Roman Catholic Church
410 Main Cross, Taylorsville, Kentucky 40071
Telephone Number: 502.477.6676
Fax Number: 502.477.5278

St. Benedict Hall Rental Guidelines

- Rental of St. Benedict Hall at All Saints Roman Catholic Church is open to all responsible parties. However, to receive the Parishioner Rate, the renter or immediate family must be a registered active member of All Saints Roman Catholic Church (“ASRCC”). A Bride or Groom seeking the use of St. Benedict Hall can go under their parent’s membership provided the parents are registered active members of ASRCC.
- All events are subject to approval of the Pastor **PRIOR** to scheduling.
- Facility Users are responsible for the proper supervision of their event.
- The Basement area is **NOT** to be used or accessed during the event.
- **The Church is off-limits and NOT to be used or accessed during the event.**
- There is **NO SMOKING** allowed inside the building. There are ashtrays located outside the Parish Hall entrance for this purpose.
- **NO ALCOHOLIC BEVERAGES ALLOWED.**
- Facility Users must furnish their own supplies to be used (e.g. cups, plates, napkins, paper towels, etc.) Supplies located in St. Benedict Hall Kitchen are not to be used. Pressure cookers are not to be used on the premises.
- Facility User is responsible for any damage, and responsible for insurance to cover any damage. **NO** pins, tape or nails are to be used on walls or ceilings, nor attached to any Church property. Only freestanding decorations may be used.
- *Toilets:* Only toilet tissue should be flushed in the commodes. Ensure all toilets are flushed before leaving at the end of the event. Bathrooms shall be tidy.
- Tables and chairs should be restored to their original positions. All trash should be removed and taken to garbage bins outside St. Benedict Hall. Ensure there is no trash outside the Hall doors.
- The floor must be in a reasonably clean condition (i.e., no food, trash, etc.)
- Pastor is in residence above St. Benedict Hall; therefore, event curfew is set by the Pastor. Unless previously approved by the Pastor, Saturday afternoon rentals must end by 3 PM due to Mass. All set time limits must be met.
- **Facility User is responsible to secure all doors at end of the event. Once all doors are locked, the Entrance Key can be deposited in the Mail Drop on the wall outside the Parish Office.**

CANCELLATION POLICY: Insurance coverage is mandatory in accordance with Archdiocesan policy, and is nonrefundable. With four (4) weeks’ notice of cancellation, a full refund will be issued. Less than four (4) weeks, but at least two (2) weeks’ notice, a 50% refund will be issued. Less than two (2) weeks’ notice of cancellation, there will be **NO REFUND.**

ST. BENEDICT HALL RENTAL CONTRACT

[PART I of II]

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TYPE OF EVENT: _____

DATE OF EVENT: _____ TIME: _____ #GUESTS: _____

SET UP TIME: _____ START TIME: _____ END TIME: _____

FACILITY USER: _____

ADDRESS: _____

TELEPHONE NUMBER, INCL. AREA CODE: _____

EMAIL ADDRESS: _____

RENTER/CATERER PROVIDING FOOD/NON-ALCOHOLIC DRINK? YES/NO
CONTACT NAME/NUMBER: _____

WILL DJ BE USED? YES/NO
CONTACT NAME/NUMBER: _____

Facility Users of All Saints Roman Catholic Church ("ASRCC") property agree to protect, indemnify and hold harmless the Archdiocese of Louisville and ASRCC from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at ASRCC parish. FACILITY USER agrees to provide a certificate of insurance to ASRCC, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have ASRCC named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against ASRCC by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against ASRCC.

ST. BENEDICT HALL RENTAL CONTRACT

[PART I of II]

(CONTINUED)

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify ASRCC for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against ASRCC by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of ASRCC, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this Agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Having read and received this contract with these specifications, FACILITY USER, failing to account for all, will forfeit the deposit if the contract is not honored.

I HAVE READ AND AGREE TO ASRCC ST. BENEDICT HALL RENTAL CONTRACT.

SIGNED BY FACILITY USER OR OFFICIAL AGENT

DATE

NAME (Please Print): _____

SIGNATURE OF PASTOR

DATE

ST. BENEDICT HALL RENTAL CONTRACT

[PART II of II]

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RENTAL RATES

Parishioner (Rate No. 1):

Rental Fee: \$150.00

Damage/Key Deposit (Refundable): \$100.00*

Mandatory Liability Insurance (Special Events Coverage): \$95

***Note:** This amount is refundable dependent upon key return, and a subsequent walk-thru of the property following the event. If there are no issues, a check will be issued to Facility User, and mailed to the address provided on the contract. A check in the amount of \$345 for the Rental Fee, Deposit and Mandatory Liability Insurance shall be made payable to All Saints Roman Catholic Church, accompanied by the completed application.

Non-Parishioner (Rate No. 2):

Rental Fee: \$350.00

Damage/Key Deposit (Refundable): \$200.00*

Mandatory Liability Insurance (Special Events Coverage): \$95

***Note:** This amount is refundable dependent upon key return, and a subsequent walk-thru of the property following the event. If there are no issues, a check will be issued to Facility User, and mailed to the address provided on the contract. A check in the amount of \$645 for the Rental Fee, Deposit and Mandatory Liability Insurance shall be made payable to All Saints Roman Catholic Church, accompanied by the completed application.

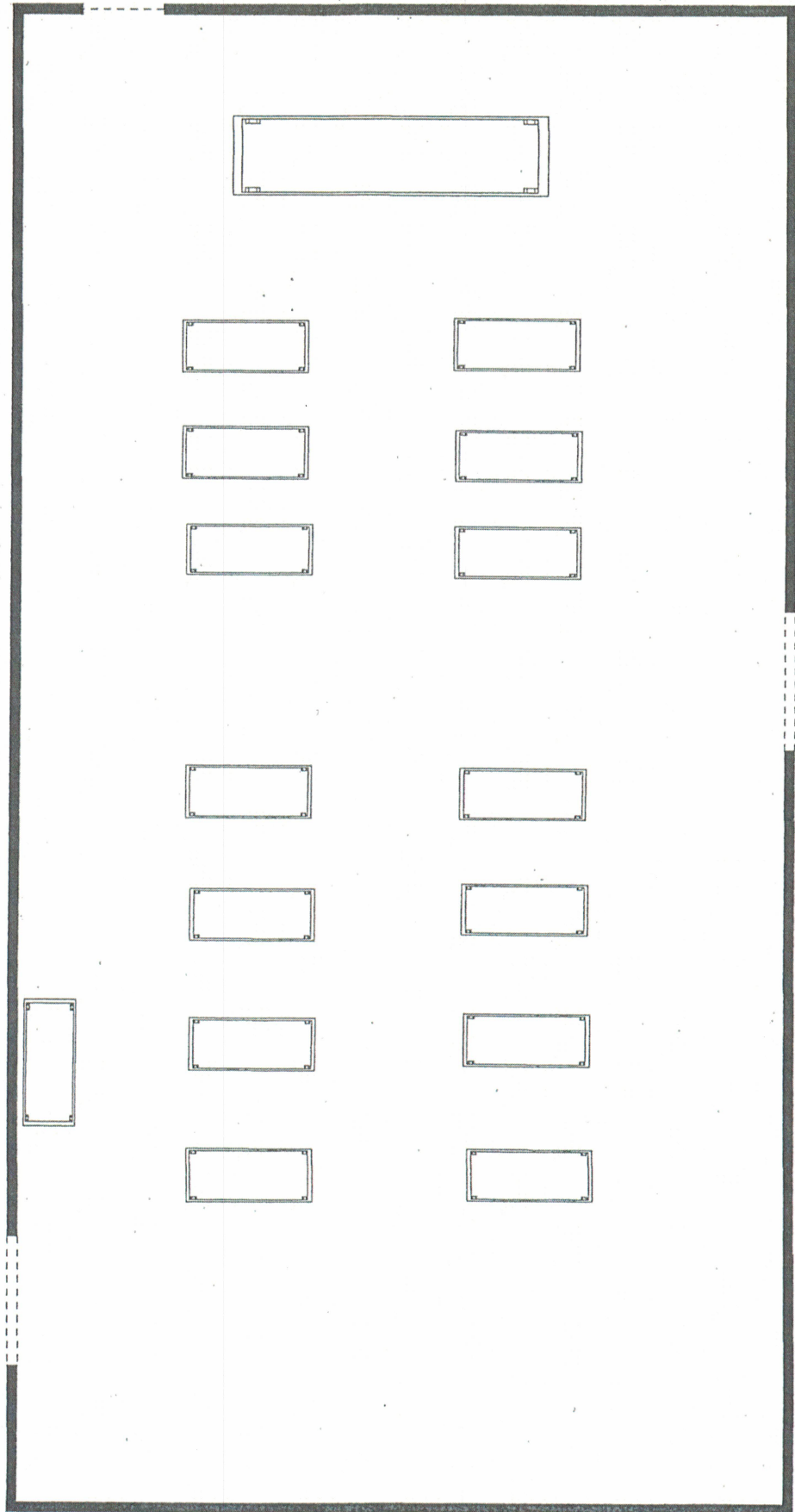
Please Note: All monies must be paid twenty-one (21) business days in advance.

The Rental Fee is for a four (4) hour period. An additional three (3) hour period of time is allocated for decorating and receiving caterers, prep time, etc. This is without charge, but must be arranged through the Parish Office. Facility Users are responsible for the set-up and break-down of tables and chairs. Turn off all lights at end of event.

CLEAN-UP

- Clean-up must follow immediately upon the end of the event.
- All belongings of the Facility User must be removed from the Parish Hall.
- All trash must be properly disposed of in the garbage bins located by the garage.
- All trash must be removed from the parish grounds (e.g. cups, cans, etc.), including all parking lots.
- The bathrooms must be clean and clear of paper and debris.
- All tables and chairs must be washed/wiped off and set back into its proper configuration (see chart).
- Kitchen must be clean and wiped off (all areas used).

**PARISH HALL
TABLE LAYOUT**



All Saints Catholic Church Facility Clean-Up Checklist
(Revised 8/18/2021)

Please initial after each item when completed.

St. Benedict Hall

- 1) Wipe-down all tables and chairs with soap & water
- 2) Take out trash/recyclable items to outside trash area
- 3) Remove any decorations (if applicable)
- 4) Sweep/dustmop floor
- 5) Turn off lights/lock doors

Kitchen

- 1) Remove any items in refrigerator & wipe down inside shelves
- 2) Turn off any equipment (range burners, lights, and fans)
- 3) Wipe-down kitchen sink, countertops, and serving tables
- 4) Place all soiled linens in bag and place on floor by the door
- 5) Sweep/mop kitchen floor
- 6) Turn off lights and close kitchen door

Bathrooms

- 1) Flush all toilets (if needed)
- 2) Wipe-down toilets and sinks
- 3) Empty trash
- 4) Sweep floor (if needed)
- 5) Turn off lights and fan

Please report below any accidents or mishaps that may have occurred during your use of the kitchen and what was done to respond to the incident:

Signature of Person Submitting this form: _____ Date: _____

Please return completed form to the parish office after event.