



## **Stella Maris Facility Rental Agreement**

Stella Maris Parish rents hall/kitchen facilities to parishioners and non-parishioners for private events.

Rental fees are as follows:

### **Cafeteria/Hall/Kitchen Rent**

- **\$50.00** per event for use of the cafeteria only – NO kitchen privileges, for parishioners who participate in the Parish Stewardship program, plus **\$100.00 deposit** (refundable).
- **\$100.00** per event for use of the kitchen and cafeteria, for parishioners who participate in the Parish Stewardship program, plus **\$100.00 deposit** (refundable).
- **\$250.00** per event for non-parishioners or those parishioners who do not participate in the Stewardship program of the parish, plus **\$100.00 deposit** (refundable).

### **FUNERAL LUNCHEONS/DINNERS**

- **\$50.00 PER EVENT FOR PARISHIONERS**
- **\$100.00 PER EVENT FOR NON-PARISHIONERS**

**Rental Fee and Deposit check must be paid to the parish office before a key will be given out.**

### **RENTAL RULES AND CONDITIONS**

1. **NO alcoholic beverages** may be served or brought into the buildings without written permission from the parish.
2. Smoking **IS NOT** allowed.
3. Reverence for the worship space in the facility must be maintained at all times.
4. Parish stewardship involves registration, financial support and active participation.
5. No dishes, cooking utensils, roasters, coffee urns, silverware or pans are to be taken out of the kitchen at any time. All dishes, silverware, garbage bags, dish towels, dish soap, etc. are to be furnished by the parties reserving the facilities.
6. Parties renting facilities are expected to clean the buildings and grounds to the standards in which they were found. If there is a need for parish staff to clean the building or pick up debris (paper cups, plates, etc.) from the grounds, renters will be charged a rate of \$50 an hour for said cleanup; amount will be deducted from the deposit. Any damages resulted from renters' usage of premises and furnishings will be charged to the person renting the facilities. Premises will be inspected by a parish representative after the event.
7. Recycle all materials – separate according to recycling rules. Put garbage in dumpster or garbage cans (outdoor). Where there are no outdoor garbage cans or dumpsters, garbage must be disposed of by the renter.
8. Before leaving the facility, the following checklist should be followed.

|                                                 |                                                        |
|-------------------------------------------------|--------------------------------------------------------|
| ___ all windows closed and locked               | ___ all doors locked and secured                       |
| ___ all lights turned off (including bathrooms) | ___ sweep and mop floors in all rooms used             |
| ___ toilets flushed & not left running          | ___ all water faucets turned off (kitchen & bathrooms) |
9. Reservations are to be made at the parish office at least a month in advance. Rental fees/ deposits must to be paid at the time of reservation. Reservations will be made on a first-come, first-served basis.
10. Persons renting facilities are to make two checks, payable to Stella Maris Parish, one for rental and one for deposit. Deposit check will be refunded after the event if all is found in order.
11. **NON-PARISHIONER (INDIVIDUALS AND ORGANIZATIONS) RENTER MUST PROVIDE PROOF OF INSURANCE LISTING STELLA MARIS AS OTHER INSURED.**

I hereby agree to the rules stated above. Date of rental is: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Parish Signature: \_\_\_\_\_

Deposit check received \_\_\_\_\_

Rental check received \_\_\_\_\_

Rev. March 2023