

St. Peter's Community Building Rental Information

April 2026

GPS address: 1208 East Road, Brookville

Payment information: Name: _____

Address: _____

Phone #: _____

Rental Amount Due: _____ Deposit Due: _____

Payment Method: _____ Date Rec'd _____ Received by: _____

I have received a copy of the Rental Agreement _____

#1 KEY OPENS all doors
except
#2 Key for
Franciscan Center Kitchen
& Table/Chair Storage Room

*Elevator instructions are posted.
Please use responsibly.

Should any issues arise, please contact a church member IMMEDIATELY

Jennie Knecht (513) 509-6848

John Schock (513) 462-4821

Keys for the Community Building MUST be picked up at

_____ on _____ before your rental.

This form must be signed before receiving building keys.

It will be then given to you to use as a checklist for cleanup and then returned with key.

St. Peter's Rental Check List

Our goal is for you to have the best rental experience possible, As stated in the contract you signed, this check list is a part of the rental agreement.

- ___ Rental/user MUST be at the facilities during event hours
- ___ Parking permitted only in front and road side parking lot. Drop offs and handicapped parking in lot behind building. (NO parking of vehicles on grass permitted.)
- ___ All surfaces used shall be cleaned (tables, chairs, counters and stove tops) Tables and chairs dried before putting away.
- ___ Make sure all stoves are turned OFF
- ___ Take all belongings from the refrigerators and walk-in cooler.
- ___ All bagged trash MUST be placed in outside trash recepticals by the Walk-in cooler door in the SW corner of the building. (kitchens, restrooms, dining room, porch, grounds & PARKING LOT).
- ___ Put away all tables and chairs as found.
- ___ NOTHING is to be taped or tacked to the walls, doors, floors unless Command Strip products only are used.
- ___ Gym floor care - spot mop any spills with clear water ONLY
- ___ All other floors shall be swept and spills cleaned up.
- ___ Return temperatures as posted. 62 in winter or 75 in summer
- ___ Clean up the restrooms.(trash removed, water spots cleaned up, all water turned off)
- ___ Make sure no items are left on the porch
- ___ Turn off all lights and fans
- ___ ALL doors and windows shut and locked (windows are not to be opened during rental)
- ___ Any existing wall hangings/plaques may only be removed with permission of church office
- ___ Floor mats at entrances are to be left in place. Other floor mats used as necessary
- ___ Any facility towels used are to be placed in the indicated receptacle for laundry.

Doors to 'no public access' areas are not to be opened or contents used.

Building will be inspected after rentals. Any item not addressed on check list will be completed by our cleaning staff at the rate of \$50 per hour. **This will be deducted from your deposit.**

Failure to follow any of these regulations will result in the loss of your security/damage deposit and suspension of all future rentals. If damage repair cost are greater than the security/damage deposit, renter will be responsible for covering the difference.

Please sign the check list below and return the key and this form to Drop Box in Rectory Door
(Rectory is located behind the church)

(Signature)

Deposit return Information: **for office use** Date: _____

Return of Deposit Approved by: _____ Return of Deposit Denied by: _____

Reason Deposit Denied _____