

St Robert's Parish Center Use Agreement

Jones Oklahoma

The policies listed are the result of a combined effort between parish staff and a committee of parishioners. These rules are not intended to prohibit building usage but rather to ensure the safety of those using our facilities as well as to protect the church in areas of liability, to prevent unauthorized usage and to assure that our facilities remain in good condition.

GENERAL INFORMATION

Rental of the Parish Center is open to parishioners, parish groups and diocesan groups. Other non-parishioner groups will be considered on an individual basis. A parishioner (for the purposes of this contract) is defined as one who is registered at St. Robert Bellarmine Church and is supporting the parish through tithing.

The Parish Center is available for the following:

- Wedding Receptions
- Sacramental Receptions
- Anniversary - Birthday Parties
- Private Parties (with approval of the pastor)
- Family Reunions
- Showers (Bridal or Baby)
- Parish Events and Organization Meetings (no charge)
- Funeral Meals (no charge)

The Parish Center is not available for the following:

- Fund-raisers of organizations outside the church
- Non-Parishioner social gatherings/Business sponsored parties (unless a special contract has been negotiated with the pastor and parishioner is a member of the group.)

Scheduled parish activities take priority over any potential or unscheduled rentals. Scheduling should be done through the parish office.

EQUIPMENT AND FURNITURE USAGE

The sound system is not available for rental use. Hired DJ's should have their own sound system.

There are 8' rectangular tables, 6' rectangular tables, and chairs available for use during your event. Do not allow anyone to sit on tables. Do not slide tables and chairs across the floor. **There will be an additional charge if floors need re-waxing or buffing after use.**

The air conditioning/heating thermostats should not be adjusted. If the room temperature is not satisfactory, please address with parish staff at the time of walk through and request temperature change.

DECORATIONS

No nails may be used on walls or ceiling to hang or support decorations and signs. Other decorations must be free standing or self-sufficient. Any damages or changes to the original condition of the walls or ceiling will result in an additional fee depending upon the extent of the damage.

Candle use must be approved prior to the event. Rice, birdseed, rose petals and decorative confetti are not allowed, inside or out, under any circumstances. The use of bells, bubbles or balloons is preferred. It is the renter's responsibility to clean up and dispose of left over debris regardless of the weather conditions. Decorations for bridal couple's departure car must not result in any parking lot and/or grounds trash or damage.

KITCHEN USE

The kitchen is available for catered events but the stove is not available for use, without permission from the parish office. Please discuss your needs with parish personnel when you place your deposit on the Parish Center. Only prep tables and serving tables, microwave, refrigerator, freezer, icemaker and sinks can be used. All pots, pans and utensils are church property and not for general use. The renter is responsible for providing their own cleaning products and dish towels. Caterers are welcome to come and inspect the kitchen prior to the event. All paper and plastic goods and coffee supplies are **only** for the use by the parish and parish group events sponsored by the parish. All other groups parishioner or non-parishioners must provide their own supplies.

SMOKING

No smoking or use of any tobacco products is allowed inside any of the parish buildings. If you or your guests are smoking outside, it must be done away from the entrances so that smoke does not enter the building. The renter is responsible for any cleanup of smoking area.

DEPOSIT RETURN

For deposit return or refund the following must be observed:

- Pre-inspection by parish staff with booking party
- Post-inspection by parish staff with booking party
- Refund will be returned 7-10 days after the event

In the event you have to cancel your reservation prior to your event date, your deposit and any paid fees will be returned if the parish is notified in writing within 15 days of the scheduled event.

Please understand the booking party is responsible for any damages that occur during the event. Damages will be assessed and subtracted from your deposit. You will be liable and responsible for any additional damage charges. The return of your deposit is also dependent upon the final condition of the hall. St. Robert's Parish is not responsible for any personal belongings and equipment left, lost or stolen during and after an event, and holds no liability for anyone injured on the property during the time you occupy the building and grounds.

PARISH CENTER RENTAL RULES

All children must be supervised at all times while in parish buildings and on parish property. No children under the age of 12 permitted in the kitchen.

No pets allowed.

No sporting goods equipment, balls, frisbees etc. allowed inside the building.

No smoking or tobacco products allowed inside parish buildings.

Keep doors closed to retain chilled or heated air.

Clean up spills.

All trash must be bagged and placed in large trash receptacle outside of kitchen on the south side of the building. All leftover food and beverages must be removed from refrigerator and freezer at the end of the event.

All personal belongings and those items brought in by the booking party (anything not belonging to the church) must be removed after the event has ended.

ST. ROBERT BELLARMINE CATHOLIC CHURCH

BOOKING CONTRACT

NAME _____ Date of Event _____

Address _____

City _____ State _____ Zip _____

Phone: Home: _____ Work: _____ Email: _____

Purpose of Rental _____

Number of Guests Expected: _____

I (we) have read the rules for using the Parish Center and understand that the deposit will be returned to me (us) if all rules are followed and if the facility is left in its original condition.

I (we) do not hold St. Robert Bellarmine Catholic Church, nor the Diocese of Oklahoma City, liable for any claims made by anyone attending the event, for any accidents or injury which may occur on the property.

Renter's
Signature _____ Date _____

Staff Member Signature _____

Deposit Refunded: Check# _____ Amount _____ Date _____