

St. Elizabeth Ann Seton Catholic Church Rental Agreement

The St. Elizabeth Ann Seton Parish Center and grounds belong to our whole parish community and should be treated with respect and dignity.

THIS AGREEMENT, made at Omaha, Nebraska is between St. Elizabeth Ann Seton Catholic Church of Omaha, a Nebraska Corporation, ("Lessor"), and

_____ ("Lessee").

The Lessor, in consideration of the specified rental charge, hereby gives to the lessee the right to use the following rooms of the St. Elizabeth Ann Seton Parish Center:

	St Elizabeth Ann Seton Parishioner Fees*	SJ/S or St James Parishioner Fees*	Non-parishioner Fees*
<input type="checkbox"/> Social Hall (21-50 people: baby showers, small birthday parties etc.)	\$150.00	\$225.00	\$340.00
<input type="checkbox"/> Social Hall (51-100 people: family gatherings, graduation parties etc.)	\$300.00	\$340.00	\$395.00
<input type="checkbox"/> Social Hall (101-350 people: wedding receptions, large gatherings)	\$525.00	\$715.00	\$900.00
<input type="checkbox"/> Classroom #1	\$60.00	\$80.00	\$135.00
<input type="checkbox"/> Classroom #2	\$60.00	\$80.00	\$135.00

On _____, _____, 20____, for the
purpose of _____

and for no other purpose.

Start time of event: _____ am / pm

**End time: _____ am / pm

- ****All events must be stopped, all cleaning performed, and the Parish Center must be vacated by Midnight. For any part of an hour that the Parish Center is occupied past Midnight, a fine will be assessed at the rate of \$100 per half- hour increments. For example:**
 - 12:00 – 12:30 AM = \$100 fine
 - 12:30 – 1:00 AM = \$200 fine
 - 1:00 - 1:30AM = \$300 fine

1. The Lessee(s) agrees to pay the following fees and deposits:

- A. Hall Rental Amount \$ _____
 Less: Advance Deposit (Minimum \$100.00) \$ _____
- B. Room Rental Due
 (One week prior to scheduled event): \$ _____
- C. Use of Dishes / Flatware (\$50) \$ _____
- E. Security Guard Hour(s) _____ \$35/per hour \$ _____
- F. Damage Deposit (50% of Line A)
 (Refunded if clean & no damage,
 Keys returned, etc. according to policy) \$ _____
- G. **BALANCE DUE (1 wk. prior to event)** \$ _____

2. The Lessee shall not use the premises in violation of any federal, state, city, or county laws, ordinances, or regulations.

3. The Lessee agrees to pay for any damage or breakage to the premises or the property therein that occurs during such occupancy or as a result of the use of the premises by the Lessee.

4. The Lessee will be required to pick up all loose trash and deposit it in containers provided by the Lessor.

5. No alcoholic beverages of any kind shall be **sold** on the premises and alcoholic beverages shall not be served to minors.

6. The Lessee, jointly and severally, agrees to hold harmless and indemnify the Lessor for any and all Liability incurred for damages to persons or property in or about the premises caused by the Lessee.

7. The Lessee has received, read, and agrees to comply with the St. Elizabeth Ann Seton Catholic Church Parish Center Policy.

The Archdiocese of Omaha requires the following two paragraphs to be included in this Rental Agreement:

1. No wedding ceremony of any type whatsoever may take place in this area or anywhere on the property of St. Elizabeth Ann Seton Parish except within the walls of the Church. No wedding, civil or otherwise, outside the Church building during your rental period will be allowed.

2. The contract is subject to immediate cancellation and in fact will be canceled if the rental space for wedding receptions is found to be for a marriage which is not recognized as valid by the Roman Catholic Church. As a matter of policy, we will not rent space for wedding receptions which celebrate an invalid union.

IN WITNESS WHEREOF, the undersigned have set their signatures as of this

_____ day of _____, 20____ .

By: _____, Lessee

Address: _____

Phone Number: Home _____ Work / Cell _____

Email Address: _____

and

Lessor: _____ Parish Office Staff, for Lessor,
St Elizabeth Ann Seton Church # 6601

Third Party Special Events Insurance Coverage

The Archdiocese of Omaha & Catholic Mutual Insurance have elected to provide \$1,000,000 liability Special Event insurance coverage at no cost to the renter or to St Elizabeth Ann Seton Parish, to provide coverage while you and your guests are on St Elizabeth Ann Seton property. This insurance coverage protects the facility user, as well as extending coverage to the parish of St Elizabeth Ann Seton Church, and the Archdiocese of Omaha.

This third party Special Events Coverage insurance is a mechanism that allows the diocese to extend liability coverage to an individual or organization using parish / school facilities for a non-parish sponsored event. The cost of the coverage is established annually.

Many individuals need this coverage for events such as private wedding receptions or family reunions. Non-profit organizations such as a charity organization may need the coverage for a pancake breakfast. A for-profit organization such as a local business may need the coverage for an employee Christmas party held at parish facilities.

Most non-parish sponsored activities are covered by Special Events Coverage:

1. Wedding Receptions
2. Family reunions
3. Award banquets
4. Fund-raisers

Liquor liability coverage is provided.

Some types of events are NOT COVERED and therefore PROHIBITED on St Elizabeth Ann Seton property:

1. Fireworks
2. Events involving more than 1,000 people
3. Events where admission is charged unless all proceeds go to charity.
4. Events where guests bring their own alcohol ("BYOB")
5. Carnivals
6. Events involving amusement devices or trampolines
7. Political Rallies
8. Any event organized or run by a professional promoter
9. Events involving recreational vehicles, camps & tournaments, and pool or lake activities.

RULES FOR USE OF PARISH CENTER:

(1) The closing time for the Parish Center is 10:00 p.m. weekdays, Midnight on Friday, Saturday and Sunday, unless advance provisions have been made. Cleanup should begin at 30 minutes prior to assure doors can be locked at closing times.

(2) The entire building is a non-smoking facility. Ashtrays are available at the entrances. Guests are requested not to litter.

(3) Advanced decorating is permitted if schedules permit (with prior approval). Please pre-arrange this with the Parish Office Staff. It is important to note that on occasion a conflict may occur between rental events and a funeral luncheon. In these cases the needs of the funeral family must take precedence. The earliest possible notice will be given to the renter. Please be prepared with a contingency plan should this circumstance occur.

(4) Decorations are limited to the tables only (or self-standing). No tape on the walls or ceiling. No staples.

(5) All food must be catered. No food may be prepared in the Kitchen, (without prior permission). The Kitchen may be used for food service if prearranged with the Parish Office Staff. If the Kitchen is used for food service, the Lessee(s) is responsible for cleaning the counters, sweeping the floor, and cleaning and putting away any equipment used.

(6) Coffee pots that are used must have the grounds removed and the pots thoroughly cleaned by the Lessee(s) and returned to the cabinets.

(7) The Lessee(s) is responsible for removing left-over food, drinks, and decorations before leaving the building. All trash must be bagged and disposed in the dumpster in the rear of the facility.

(8) The Lessee(s) is responsible for vacuuming, and sweeping the floor.

(9) Outside grounds must be kept clean of trash, bottles and cans. This is part of the Lessee(s)'s responsibility.

(10) Rice, confetti or birdseed are prohibited on parish property.

(11) Drinks and refreshments may not be taken outside.

(12) The Lessee(s) is responsible for the actions of their guests. Please encourage respectful use of the facilities and equipment by all. **Many times children will become restless during long events and begin to "explore" the premises or start playing games involving running in the hallways. It is important that children always be supervised. Our rental agreement is limited to the rooms listed in the contract. We recommend that someone in the party be designated for child supervision.**

(13) No smoking or gum allowed in the building.

Failure to comply with these rules may result in non refunding of the damage deposit.

Parish Center Inspection Report

Parish Center inspected by _____ on _____, _____.

Are premises clean with no damage? _____ Yes _____ No

If NO, give details:

Parish Center Staff

Pastor