

ST. PATRICK'S CHURCH RENTAL INFORMATION

With facilities serving as community gathering spaces for parish-sponsored and private events.

SCHEDULING:

Reservations for use of the Parish Hall or Spiritual Life Center are to be made through the parish office only. Please call (308) 532-0942 and speak with the receptionist about availability and to fill out the rental contract. All rentals must be made at least 20 days prior to the event and paid in full at that time.

SPACES FOR RENT:

Spiritual Life Center (SLC): Dedicated in 2015, the SLC has a capacity of 65 and includes tables/chairs as well as its own serving kitchen and bathrooms. Arrangement of furniture is incumbent upon the renter. If you cater your own event, you must supply your own table service (plates, silverware, glasses, etc.). The SLC has a separate entrance directly from the main church parking lot. **Cost: \$250/day (for parishioners, \$125/day).** Renters may have access the evening prior after 5:00pm, pending availability.

Parish Hall: Dedicated in 1990, the Parish Hall has a capacity of 164 persons and includes tables and chairs. Arrangement of furniture is incumbent upon the renter. If you cater your own event, you must supply your own table service (plates, silverware, glasses, etc.). The attached commercial kitchen can also be rented for an additional fee; if not, it will be locked. The Parish Hall has entrances from the main church parking lot and also from 5th Street, with an additional parking lot. **Cost: \$500/day (for parishioners, \$300/day).** Renters may have access the evening prior after 5:00pm, pending availability.

Commercial kitchen: Attached to the Parish Hall, the large kitchen can be rented separately for cooking. Due to the specialty nature of the kitchen, a member of the St. Patrick's Council of Catholic Women must be present. Arrangements will include coordination with their schedule. **Cost: \$150/day, payable to the CCW.**

ADDITIONAL SERVICES AVAILABLE:

- **Furniture setup:** The renter is responsible for arranging tables/chairs. If needed, we charge \$75 and need the detailed plan one week prior to the event. This does not include the other required cleaning.
- **Cake Receptions:** The St. Pat's Council of Catholic Women (SPCCW) can also serve your cake reception, including table service and cleanup. Cost is \$1/plate.
- **In-house Catering:** The SPCCW can prepare and serve meals, including table service (plates, silverware, glasses, etc.) and cleanup. The cost is charged per plate at market price.

LIABILITY INSURANCE:

All renters must furnish a certificate of liability insurance in the amount of \$1 million. This can be arranged through your homeowner's insurance policy for minimal or no cost. The certificate must name "St. Patrick's Catholic Church" and "The Roman Catholic Diocese of Grand Island" as additional insured. If this is not possible, insurance can be arranged through Catholic Mutual Group for \$95, payable to St. Patrick's Church. Call the office to fill out the 1-page application form.

ALCOHOL and DRUG POLICY FOR RENTALS:

The use of beer/wine/champagne is permitted, but only through the use of a licensed liquor caterer. This must be contracted separately by the renter and the caterer must use wristbanding. Hard liquor is not allowed. Nebraska State Law prohibits use of alcohol under the age of 21.

MAINTENANCE and CLEAN-UP:

There will be a damage and cleaning deposit of \$200. This will be refunded if the space passes inspection. The renter is responsible for signing the posted inspection form. Duties include, but are not limited to:

1. All decorations must be free standing or table decorations only. No use of tape, nails, pins, or any such kind of item shall be used on the walls. No wall mounted decorations, banners, posters, etc. No helium balloons. No open flame candles (battery-powered candles are permitted).
2. Tables, chairs and other furniture must be returned to the original layout in good condition (see the posted diagram for arrangement).
3. The facility is to be left in the same condition in which it was found and is to be left in a presentable and usable condition upon completion of the use of the building.
4. No food, dirty dishes, dirty glasses, or trash is to be left in the building. (The trash dumpster is located on the east side of the property, along Walnut St.)
5. Spilled food or drink must be cleaned up before leaving the building.
6. Restrooms have no water left running, no trash is on the counters or floors and all lights are turned off.

TEMPERATURE CONTROL:

Adjust the temperature only, using + and - buttons. Remove "hold" before leaving. Change to heat or cool, as necessary. In the Parish Hall, both thermostats must be set to the same temperature for best performance.

MISCELLANEOUS:

- The following is not permitted on church property: tobacco, drugs, guns or other weapons.
- No furniture or equipment belonging in the Hall shall be leased, loaned, or taken from the Parish Hall or SLC. Rental of tables, chairs and other parish property is not allowed.
- Active and contributing members of the parish, registered at least 1 year qualify for the discounted rates.
- Determination of any exemptions or questions not answered in this policy are made only by the pastor.

COST CALCULATION AND RENTAL AGREEMENT:

Parish Hall	\$500/300	x _____ days	= _____	
Spiritual Life Center	\$250/125	x _____ days	= _____	
Commercial Kitchen	\$150	x _____ days	= _____	
Liability Insurance	\$ 95		= _____	(☐ waived)
Cleaning Deposit	\$200 (refundable)		= _____ \$200 _____	
Room Arrangements	\$ 75 (if requested)		= _____	
Cake Reception per SPCCW	\$ 1	x _____ plates	= _____	
Catered meal by the SPCCW	(billed separately)			GRAND TOTAL _____

Purpose of the Event: _____

By my signature I agree to the terms as stated in this rental contract and will pay the entire rental fee at this time. I also agree to defend, indemnify and hold harmless St. Patrick's Catholic Church and the Roman Catholic Diocese of Grand Island and their officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgements arising from personal or bodily injuries, property damage or otherwise, which may arise out of or in connection with my rental activity. I acknowledge that the event may be inspected at any time by officials of the parish.

Signature

Date