

ST. ROMUALD PARISH HALL  
RENTAL AGREEMENT

TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_

TIME OF SET UP \_\_\_\_\_ WHO WILL CLEAN UP \_\_\_\_\_

**DUE 30 DAYS BEFORE EVENT**

1. \$100.00 payable to "St. Romuald Church" for deposit. (This refunded if hall is left in good condition).
2. \$95.00 payable to "The Roman Catholic Bishop of Owensboro" for Special Events Insurance. (This is not refundable even if event is cancelled.)

**\$150.00 Rental Fee** for non-parishioners is due when key is picked up.

**USE OF PARISH HALL ON SATURDAYS**

**Please note that the parish needs parking spaces on Saturdays between the hours of 4:00 PM – 6:00 PM so parishioners can attend Mass. When event is to take place on Saturdays between the hours of 4:00 PM – 6:00 PM, people are asked to park beside and behind the Gym, by the Convent and Grade School.**

**RULES FOR RENTAL OF ST. ROMUALD PARISH HALL**

1. **No alcohol is permitted in the parish hall or on the church grounds.** The individual renting the hall is responsible to oversee and control this policy. Penalties for violation of this policy may include forfeiture of deposit and prohibition from future use of the facility.
2. You must be 21 years old to rent.
3. St. Romuald will not be responsible for any property left on premises.
4. Any damage, soiling, or defacement sustained to the building during the period of use by the renter shall be repaired, cleaned, and/or restored at the sole expense of the renter. Replacement of any

damage tables and chairs will be the responsibility of the renter. The damage deposit shall be applied against the cost of any such repairs, cleaning, and/or restoration.

5. A key may be obtained the day before event is scheduled during office hours M-F, 8AM-12 Noon, 1-3PM.
6. If you wish to clean the hall, please follow the cleaning rules. If renter does not want to clean-up, they may hire someone to do it for them.
7. **Do not use any kind of tape on walls, floors or ceiling tile and no paper clips in ceiling tile.** No graffiti on windows or doors, no confetti, rice, or birdseed allowed in the hall. Only birdseed used outside.
8. Empty all trash containers (including the bathroom containers), and put in dumpster by the Gym as well as any outside trash.
9. There are (2) doors, be sure all of them are locked before leaving the building.
10. Be sure all lights are off. Turn **both thermostats** to 60° winter/80° Summer before leaving.
11. Key must be returned to Parish Office by the following business day. After inspection of facilities, if everything is in order with no evidence of violations of the no alcohol policy and key is returned, deposit will be returned.
12. Persons using the kitchen must provide their own utensils, plates, cups, coffee, etc...
  - a. You may use stove, refrigerator, sink, potholders.

**I have read and I agree to follow these rules in using St. Romuald Parish Hall.**

\_\_\_\_\_  
Signature of renter

Church office signature \_\_\_\_\_

### **CLEAN-UP LIST**

**All supplies for cleaning can be found in the closet in the men's bathroom. If you have any questions regarding clean-up please contact anyone on the parish staff.**

1. **All tables and chairs must be washed** off and put away in the closet.
2. Floor in the parish hall is to be swept and mopped.
3. Kitchen must be swept and mopped, clean counters and wash dishes and put away.
4. **Empty all trash cans**, in Parish Hall, kitchen, bathrooms and outside. Trash is to be taken to the dumpster at the gym. Trash bags can be found in the kitchen under the sink.
5. Sweep the porch, steps and rug.
6. Launder all table cloths, dish towels and dish cloths that you use and return in a timely fashion.

### **BATHROOMS**

1. Sweep and mop floors, clean counters and sink.
2. Take out all trash and take to dumpster by gym.

3. Make sure all toilets are flushed and clean.