

**OUR LADY OF THE MIRACULOUS MEDAL CATHOLIC CHURCH
HALL
RENTAL AGREEMENT**

Organization Name: _____

Representative's Name: _____ Tel.: _____

Date & Time of Function: _____ Setup Time: _____

Include Kitchen : (Yes/No) _____

Special Requests: _____

Certificate of Insurance: (Yes/No) _____ Rental Fee: _____

RENTAL FEE: \$40 per hour – Association Meetings or Similar - non-parishioner
 \$35 per hour – Association Meetings or Similar - OLMM parishioner
 \$50 per hour – Private Parties (birthday, baptism, etc.) – non-parishioner
 \$40 per hour – Private Parties (birthday, baptism, etc.) – OLMM parishioner

CLEANING DEPOSIT: \$100(Cash only) – refundable if no additional cleaning is required.

Please observe the following rules and regulations during your stay at the Parish Hall:

1. It is your organization's responsibility to restore the room to its original state. This includes cleaning, wiping the tables, sweeping the floor, put all garbage away. Arrange tables and chairs to their original position and so forth. If there is a need for additional cleaning after you have left, we will use the cleaning deposit of \$100 to hire a cleaner.
2. Rental of the facility allows you access for set-up before the time of your function and afterward for clean-up purposes.
3. Church access is prohibited.
4. Third-party liability insurance is required.
5. If there is damage/theft to the facility in Parish Hall or Church after your event, the cost will be billed to your organization.
6. No alcoholic beverages are allowed.
7. Advance payment of the rental fee and the cleaning deposit are required.
8. OLMM reserves the right to restrict renting to any group, organization or individual whose interests are against the Church.

Signature: _____ Date: _____

Approval: _____ Date: _____

(Pastor/Office Admin)