

**ST. THOMAS THE APOSTLE PARISH**  
**ST. THOMAS, MISSOURI**  
**PARISH HALL RENTAL CONTRACT AND REGULATIONS**  
*Effective May 1, 2016*

The following rates apply to the rental of the parish facilities:

No charge for use of Parish Hall (gym) for Funeral meals.

No charge for use of cafeteria for Parish organization meetings (St. Anne's Sodality, Quilters, Parish Park Board, Bowling Association)

No charge for other Parish functions, as approved by Pastor.

**RENTAL CHARGES:**

	<u>Parishioner**</u>	<u>Non-Parishioner</u>
Parish Hall (gym), kitchen & cafeteria*	\$500	\$800
Additional Day (schedule permitting)	\$100	\$100
Parish Hall (gym) only	\$350	\$550
Cafeteria & use of kitchen (stoves, ovens, refrigeration)*	\$150	\$250
Cafeteria only	\$75	\$150
Cafeteria & kitchen for birthdays over 80	N/C	
With use of Parish Hall	\$150	
Cafeteria & kitchen for Anniversaries (25 <sup>th</sup> , 30 <sup>th</sup> , etc.)	N/C	
With use of Parish Hall (gym)	\$150	
Adult Games in Parish Hall (gym) per 2 hour timeframe	\$15	
(Recommended \$1 per player per event, \$15 minimum to assist with utility costs)		
Children practices and youth fee, per agreement with Pastor	N/C	
(Availability limited & subject to change)		

**OTHER:**

Parish Hall (gym) for non-profit organization fund raisers	\$75
*Additional fee for use of fryers (if fryers are used, floors <b>MUST</b> be covered)	\$50

\*\* A "parishioner" is defined as the bride, groom or the parents of the bride or groom, who are registered, active, contributing members of St. Thomas the Apostle Parish.

**NOTE:**

Any and all rentals and use of Parish facilities presumes that the facilities will be cleaned so that they are in the same, or improved, condition after their use. Exceptions to the above listed activities must be approved by the Pastor prior to the rental.

**DEPOSIT:**

With the exception of Adult Games in Parish Hall, a deposit of **\$200.00** is required at time when reservation is made. This deposit will be deposited by the St. Thomas the Apostle Parish (the check will be cashed). If facility is cleaned properly, free of damage and only the facility area(s) rented were used, the full deposit will be returned to the renter after the property has been inspected by the pastor or a person appointed by the pastor. If no damage is reported, deposit refunds will be returned by mail within 21 days after the event. Should damage be incurred which exceeds the security deposit, the renter will be held responsible to pay the difference within 30 days of the rental.

**OPENING AND CLOSING OF FACILITIES:**

The rental party shall make arrangements with the Pastor, or another parish representative (\_\_\_\_\_), for a preliminary facility walk-through. Arrangements will also be made for checking the parish facilities and premises after cleaning. Keys should be picked up at the parish office or rectory and returned as soon as possible following the event.

## **DANCE POLICIES:**

For wedding dances, the renter has an option to have an *open* or *closed* dance.

**“Closed Dances”:** Dance attendance is by invitation only. Guests attending closed dances will not be charged to enter the dance. The renter is responsible for providing workers to work the dance entrance. It is recommended that two individuals be assigned to work the dance entrance, one of which is a parishioner of St. Thomas. It is the responsibility of the renter to provide tickets, invitations, or other means responsible for ensuring that only invited guests enter the dance.

**“Open Dances”:** A fee of \$5 per person shall be charged to enter the dance, with all proceeds going to the parish. Children under 12 years of age shall be admitted free of charge. For open dances, the wedding party, parents, and grandparents of the bride and groom shall be admitted free of charge. The renter shall identify these guests prior to the dance, and provide a list of such guests to the pastor and dance workers before the dance. This list will be used as a means of easily identifying non-paying guests as they enter the dance. It is the renter’s responsibility to contact two (2) responsible adults to collect at the outside entrance door.

**All Dances:** All dances are to end at or before 11:30 p.m. and the cafeteria and parish hall is to be vacated and securely locked by midnight.

**All Refreshments,** including set-ups, are the responsibility of the renters.

## **WEDDING PREPARATIONS:**

*This policy applies to any decorating of the cafeteria & parish hall and other wedding preparations that are planned during hours when school is in session.* Within one week of the signing of this agreement, the renter must contact the Principal of St. Thomas the Apostle School (573.477.3322) and coordinate tentative decorating and event preparation plans. The renter shall contact the school Principal again, a minimum of two weeks in advance of the event, to coordinate any changes to his/her plans. Every reasonable effort will be made to accommodate the renter’s plans.

## **CLEANUP:**

The party renting the parish facilities is responsible for cleaning and repairing the facilities that are rented, as well as any other parish property (including the parking lots, playground, ball field, church and rectory grounds, etc.) as a result of the function held.

**Inside and outside of Church:** Rice, confetti, bubbles, and balloons are not allowed. The movement or removal of sanctuary furniture, liturgical decorations or other church appointments is not allowed without the expressed and previous permission of the Pastor.

Ushers, or appointed family members, are to remove all candelabras, bows, and extra decorations shortly after the conclusion of the wedding ceremony, in addition to all trash, such as tissues, wedding programs, water bottles and flower containers.

**Parish grounds** around the church and rectory are to be cleaned up by **4:00 p.m.** on Saturdays. Final grounds cleanup will be completed by the **10:00 a.m.** Sunday Mass. The facilities shall be cleaned as early as is practical and in time for other scheduled functions which are to follow.

**In general:** Cleaning shall include sweeping and mopping of floors, cleaning and storage of tables and chairs, picking up trash, and any other task that is necessary to return the parish property to a clean and orderly. All toilets and urinals need to be flushed and in good operating order.

No parish supplies, other than cleaning supplies, may be used by the renter. No parish equipment (utensils, pots, pans, etc.) should leave the parish property at any time. If parish utensils, pots, pans, etc. are used for meal preparation, they are to be returned clean to the location where they were found. This will ensure these items will be available for use by future renters.

Before leaving the premises, all air conditioning and furnaces must be set to proper thermostatic position, all lights turned off, and all doors securely locked and closed.

## **ALCOHOLIC BEVERAGES:**

As responsible adults and law-abiding citizens, you are urged to use prudence in the serving of alcohol. The renter is to assure that good judgment is used in the dispensing of alcoholic beverages and shall provide responsible adults to dispense alcoholic beverages in accordance with applicable state laws, diocesan and parish policies. **The renter shall ensure that alcoholic beverages are not served or consumed outside of reception areas at any times.** No alcohol or food permitted in or around the church. According to this agreement and Missouri State Law, the renter may be held responsible for any accident which occurs to a guest under the influence of alcohol, or if minors are found to be in possession of alcohol on the premises.

**The renter shall ensure that alcoholic beverages are not consumed on parish property during hours in which school is in session, nor while decorating, nor while any other preparation activities are being conducted.**

**RESPONSIBILITY:**

The renter shall be responsible for the behavior and actions of all persons attending the event. In addition, the renter hereby agrees to indemnify and hold harmless the Bishop of Jefferson City, the Diocese of Jefferson City, the local Parish or other diocesan agency, their agents, servants, or employees, of and from any and all claims, demands, causes of action, damages and expenses, including but not limited to attorney’s fees and court costs, arising out of or in any way connected with or alleged to have risen out of, or to be connected with the use of the facility by the user, the user’s agents, servants or employees, of anyone coming onto the property due to this event.

Any and all damages to the cafeteria, parish hall, or any adjoining parish property caused by anyone present at the event for which the facilities are rented will be the responsibility of the renter.

St. Thomas the Apostle Parish shall not be held responsible for any accidents.

**EXCEPTIONS:**

Exceptions to the above policies may be considered by the Pastor under special circumstances. Such exceptions granted will be indicated in writing on this contract.

**GUIDELINES FOR RENTING PARISH HALL FACILITIES:**

- A parishioner must be a current, active member of the Parish.
- A parishioner or said renter of parish facilities must sign the contract.
- Facilities will not be reserved until the deposit is received and contract signed.
- The deposit will not be refunded until facilities can be fully inspected following activity.
- A copy of the contract will be provided to the renter and one copy kept on file in the Parish Office.

*Thank you for your cooperation in the rental and use of St. Thomas the Apostle Parish property. As you enjoy the use of our facilities, it is asked that you and your guests respect our parish property.*

**WITH GOD AS MY HELP, I AGREE TO ABIDE BY THESE RULES AND REGULATIONS -**

\_\_\_\_\_  
Signature of Parishioner/Renter

\_\_\_\_\_  
Date of Activity

\_\_\_\_\_  
Type of Activity

\_\_\_\_\_  
Time frame of Activity

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Phone number

\_\_\_\_\_ 20 \_\_\_\_  
Date Signed

- Parish Office Use Only -

Date of Deposit Paid: \_\_\_\_\_ 20 \_\_\_\_

Exceptions to above agreement approved: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

\_\_\_\_\_

Date of Rental Charges Paid: \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_

Amount Paid: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Pastor’s Signature

\_\_\_\_\_  
Date