



St. Patrick Catholic Church

212 East Washington Street
P.O. Box K
Tolono, Illinois 61880
(217) 485-5194
stpats@stpatsolono.org

Parish Hall Rental Policy

A. Scheduling Request Form

Please fill out this form with your request for use of the facility during the coming year. It is important that you complete the form in its entirety.

Event Name: _____

Organization: _____ Contact: _____

Address: _____

City / State: _____ Zip / Postal Code: _____

Phone: (____)____-____ Work: (____)____-____ Cell: (____)____-____

E-mail Address: _____

Please mark the areas of the facility that you will be using:

Dining / Seating

Kitchen / Serving

Meeting room(s)

Required date(s): From: ____/____/____

To: ____/____/____

Time of actual event: Beginning: _____ (a.m.) (p.m.)

Ending: _____ (a.m.) (p.m.)

Time required for: Setup: _____ minutes

Cleanup: _____ minutes

Frequency of event (i.e. once, 2nd Wednesdays, monthly, etc.) _____

Other comments or requests for available amenities (e.g. number of tables and chairs, public address system, tablecloths, kitchen equipment / utensils, etc.): _____

Will alcohol be served at this event? Yes No Total number of guests anticipated _____

Please return this form to the Parish Pastor or delegated representative as soon as possible. You will be contacted if clarification is required and informed if there are any changes to the schedule you have requested. You should receive confirmation / denial of the event(s) for your organization within 2 (two) weeks. If any changes to this request are desired, please contact the parish as soon as possible.

Lessee initials _____

Parish Pastor or delegated representative _____ *Lessee* _____



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B. General Usage Guidelines

1. For rental purposes, the term **Parish Hall** includes the dining / seating area, kitchen, open meeting rooms and restrooms. It does not include other areas such as storage closets, classrooms and offices.
2. There is to be no smoking in any part of the facility at any time - the Parish Hall is a smoke-free facility.
3. Parish functions have priority over all other events, and every effort will be made to schedule and coordinate to avoid conflicts.
4. The Parish / Pastor reserves the right to refuse the use of facilities to any individuals, groups, parishioner or non-parishioner that in its judgment does not comply with the purposes and policies of the parish.
5. Meetings or gatherings of any kind that interfere with the functions of the Parish because of noise or other factors are prohibited.
5. Rental requests must be made a minimum of thirty (30) days prior to desired event date. If an event is canceled within twenty-one (21) days prior to agreed date, ½ (one-half) of the rental fee (not to exceed \$100) will be retained by St. Patrick's.
6. A distinction is made between parishioner and non-parishioner rates. Parishioners refer to registered members of St. Patrick's Parish and include their immediate family members only. Not-for-profit organizations will be required to check with the Parish / Pastor for specifics.
7. **Non-parishioner** rental fee for one-day event is **\$250.00**, plus **\$150.00** refundable damage deposit.

Parishioner rental fee for one-day event is **\$100.00** (negotiable for smaller events), plus **\$150.00** refundable damage deposit.
8. The Parish Hall must be clean at the conclusion of the event. The waste dumpster is located between the Parish Hall and the garage (south-west.)
9. Renter is responsible for furnishing any necessary paper supplies/food items required for their event.
10. No vehicles are allowed on the grass at any time.
11. Any exceptions to these usage guidelines are at the discretion of the Parish / Pastor.
12. The Parish is not responsible for loss due to theft, articles left on the premises or likewise liable for accidents that occur during related activities.
13. Parish liability insurance does not cover medical expenses incurred by accidents that happen on the premises.

I have reviewed and will abide by all these usage guidelines

(Lessee Signature)

(Lessor / Parish Representative)



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C. Rental Agreement

This Rental Agreement is entered into this ____ day of _____, 20__ by and between _____, (hereinafter referred to as "Lessee") and St Patrick Catholic Church, (hereinafter referred to as "Lessor".)

1. Lessor hereby grants to Lessee the right to use the designated sections of the Parish Hall, as identified on the scheduling request form, restrooms and vehicular parking areas (hereinafter referred to as "Facilities") from the hours of _____.m. on _____, 20__ until _____.m. on _____, 20__. During said hours, Lessee and Lessee's invitees, guests, employees and caterers shall have free, unimpeded access to the Facilities for the purpose of _____.

2. Events on Friday or Saturday night must conclude by 12:00 a.m.; clean-up completed (interior and exterior), and facility vacated by 1:00 a.m. Events Sunday through Thursday must conclude by 10:00 p.m.; clean-up completed (interior and exterior), and facility vacated by 10:30 p.m. NO EXEPTIONS.

3. Lessee agrees to pay to Lessor for use of the Facilities the sum of _____, which shall be paid in advance upon execution of this agreement. Lessee may not cancel unless notice is given thirty (30) or more days prior to the scheduled event date. In the occurrence of cancellation as prescribed, one half (1/2) of all monies paid to Lessor, not to exceed one-hundred dollars (\$100.00), shall be retained by Lessor.

4. A **damage deposit** in the amount of one-hundred fifty dollars (**\$150.00**) shall be paid at least fourteen (14) days prior to the scheduled event. The Lessee shall be responsible for repair or replacement of damaged equipment and/or physical property in any amount in excess of the damage deposit. Said damage deposit shall be refunded to Lessee if Facilities and associated said assets are returned in satisfactory condition.

All damages must be reported to the Lessor immediately. If damage is noted while preparing for an event, it must be brought to the attention of the Lessor to relieve Lessee of the identified condition and associated responsibility.

5. Liability Insurance is required by the Diocese of Peoria regardless of the number of people in attendance, and whether or not alcohol is being served. The cost of the insurance is **one-hundred dollars (\$100.00) per event**. An application must be completed and mailed with a check to the address on the application form. Checks should be made payable to **Dunne Property N.F.P.** and mailed to Catholic Mutual Group no later than 15 days before the date of the event.

In lieu of the aforementioned requisite, Lessee may provide proof of independent insurance coverage (limits of general liability coverage including host liquor liability **\$1,000,000.00 PER OCCURANCE**) for the day of the event. Lessee also agrees to have the Lessor and Catholic Diocese of Peoria named as an "Additional Insured" on its general liability policy for the date(s) of facility usage in relationship to the type of facility usage for claims which arise out of Lessee's operations or are brought against the Lessor by Lessee's employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. Lessee also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the Lessor.



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6. Lessor will be available to open the hall to the renter and will remain until the Lessee is present. The Lessor shall be given the names and contact information of the Lessee for any problems and / or questions. No action may be taken, nor the building vacated by the Lessee (with the exception of an emergency situation) without the presence of the Lessor.

7. There is to be no smoking in any part of the facility at any time. All smoking materials shall be extinguished prior to entering the Facilities.

8. Use of pyrotechnic effects, flammable smoke materials or ignitable fireworks is prohibited at all times anywhere on parish property

9. Use of illegal drugs or unlawful use of controlled substances is strictly prohibited anywhere on parish property. If the provisions of this regulation are not abided by, permission for rental will immediately be revoked. The Lessee and all guests will be required to leave the premises. The Lessor reserves the right to call law enforcement agencies if deemed necessary.

10. All beverages, including soft drinks and coffee, must be provided by the Lessee. No alcohol consumption is permitted in the facility prior to or after the event. No alcohol is to be consumed in the parking areas or any other outside locations on the property.

11. All paper goods and kitchen supplies on the premises including, but not limited to, coffee, tea, napkins, plates, cups, pepper, salt, sugar, creamer, condiments, utensils and washcloths are to be used for Lessor's activities only. Lessee is responsible for furnishing said items if required for the subject event.

12. If event activities are for persons under 21 years of age, no alcohol is permitted, and the event must be supervised by responsible adults. **If alcoholic beverages are served at the scheduled event**, a bartender(s) 21 years of age or older who is currently certified with the State of Illinois (BASSET – Liquor Control Commission) is required to serve liquor. Alcoholic beverages must be served in the Hall only and are not allowed to be consumed in the parking lot or any other outside location on the property. Alcoholic beverages must never be "BYOB", dispensed on a "serve yourself" basis or left unattended by the bartender. The bartender is responsible for verifying that the legal drinking age in the State of Illinois (21) is adhered to by any individual partaking in consumption of alcohol.

13. Only licensed and pre-approved food service providers may be used. Each food service provider must provide a Certificate of Insurance for a minimum of one million dollars (\$1,000,000) of general liability coverage. In addition, the Certificate of Insurance MUST name St. Patrick Parish and the Catholic Diocese of Peoria as an ADDITIONAL INSURED.

Food service providers are welcome to use the kitchen for warming and chilling, but are to bring any necessary utensils and dishes for preparation and service. Unless otherwise agreed upon and specified, all linens are to be provided by the Lessee or their representatives or food service providers. Food service providers shall leave the kitchen area as clean as they found it and are required to remove all garbage from the kitchen and transfer it to the dumpster outside the parish hall.

14. No tape, ribbons, or other decorations may be attached (adhesive, staples, nails) to the walls, floors, trim or ceiling / beams of the facility. The use of sand, glitter, confetti, rice or powders of any kind is prohibited.

15. All Decorations, disposable tablecloths, and miscellaneous items are to be removed or discarded. No items are to be left overnight. Bags are provided for garbage disposal. Major spills must be cleaned up (cleaning tools are available.) Basic clean-up is the responsibility of the Lessee.



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16. At the conclusion of the event, the Lessee must remove and discard all food, drinks, and accumulated refuse from the Facilities and leave all areas clean. The Facilities must be returned in the same condition as it was presented to the Lessee.

Rental rates do not include clean up. Upon inspection of the facility and grounds by the Lessor, any portion thereof found soiled, unsanitary, defiled and presented as damaged due to such keeping will result in the Lessee's damage deposit being forfeited.

17. In the event Lessee breaks any terms and condition of this Rental Agreement or violates any of the guidelines, rules or regulations established for the Facilities, this agreement may be immediately revoked by Lessor without further notice to Lessee. Upon such revocation, Lessee and Lessee's invitees, guests, employees and food service providers shall immediately vacate the premises.

18. The Lessee shall indemnify and hold harmless the Lessor, the Catholic Diocese of Peoria and their agents and employees, from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and courses of action, of any kind or nature arising or growing out of or in any way connected with Lessee's use or occupancy of Lessor's property, or any of the Lessee's activities on Lessor's site. The Lessee further agrees to prosecute or defend any legal proceedings resulting from such acts or omissions if called upon to do so by Lessor, or Lessor may choose to prosecute or defend such actions and charge to Lessee the reasonable costs thereof, including any legal fees.

Lessee shall conduct its activities in accordance with standards of good taste and shall not permit any unlawful or immoral activity.

This Rental Agreement shall be binding upon the heirs, executors, personal representatives and successors of the parties. If any provision hereof is found to be invalid, such invalidity shall not invalidate the entire Rental Agreement, but the Rental Agreement shall be construed as not containing the invalid provision.

ST. PATRICK CATHOLIC CHURCH, Lessor _____ (initials of Lessor)

By: _____
(printed name - Lessee)

(signature - Lessee)

Address & Phone Number of Lessee: _____



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B. Kitchen Amenities

1. Please mark any kitchen equipment required for the scheduled event:

- Stovetop / Range (8 burner)
- Oven (double)
- Steam Table (warmer)
- Refrigerator (double)
- Freezer
- Dishwasher
- Coffee Pot (3)
- Microwave Ovens (2)
- Ice Maker