

Parish Building and Property (Grounds) Rental Agreement

ST. MICHAEL CATHOLIC CHURCH
574 EIGHTH STREET, CALHAN, CO 80808
(Mailing: P.O. Box 199, CALHAN, CO 80808)
Office: (719) 347-2290

APPLICATION FOR USE OF PARISH BUILDING AND PROPERTY

Name of Applicant: _____

Address: _____

Date Requested: _____ Time Period Requested: _____

Purpose of Rental: _____

Approximate Number of People Expected: _____

That “*St. Michael Catholic Church*” in consideration of the agreement, rules, and guidelines with attachments herein after set forth, hereby leases unto “Renter” the use of the St. Michael Parish Church building and property (grounds) as stated below promises and agrees to pay fees set forth herein:

RENTAL FEES:

Parishioners: \$350.00

Non-Parishioners: \$500.00

* Damage deposit and 50% of the rental fee are due at the time of reservation and approval of the Pastor.

DAMAGE DEPOSIT FEE:

A damage deposit fee of \$200.00 is due at the time of reserve the parish’s building and property (grounds). After the use of the building and property is complete and it can be determined there was compliance with the Rules and Guidelines with attachments and no damage to the building and/or property was found, the damage deposit will be refunded within 30 days. If the deposit does not cover all damage and/or cleaning expenses required to be paid by the St. Michael Catholic Church, the Renter will be held liable for any remaining costs incurred.

Renter Initials: _____

JANITORIAL FEES:

In the event the Renter desires to hire janitorial services, a janitorial service will be provided by the parish or with the approval of the parish. Otherwise, clean-up of the facility and property is the sole responsibility of the Renter, including the outside premises.

R.E. classrooms:	\$200.00
Kitchen:	\$200.00

INSURANCE/LIABILITY COVERAGE:

The Renter must provide proof of liability insurance of \$1,000,000.00 (one (\$1) million dollars) per occurrence, with Host Liquor Liability coverage (if alcohol will be served), naming the Diocese of Colorado Springs and the St. Michael Catholic Church as additional insured parties, a minimum of 5-days before the event. Variances may be granted by the Pastor or Parochial Administrator. Insurance is available through Catholic Mutual for a small fee per event and must be submitted to the Diocese of Colorado Springs a minimum of 2-weeks prior to the scheduled event. Additionally, coverage can be purchased through your Homeowner’s Policy also.

KEY/ACCESS CONTROL:

Arrangements will be made with the Renter by a Parish Representative for access to and the locking of the parish’s building, if/as appropriate.

CANCELLATION OF RENTAL AGREEMENT:

In the event the Renter desires to cancel this agreement, the Renter shall provide to the St. Michael Catholic Church, at the address stated above, notice of cancellation in writing, no later than 5 calendar days prior to the scheduled event, or forfeit all monies paid (at the discretion of the Pastor or Parochial Administrator).

Renter Initials: _____

RENTER AGREES TO THE FOLLOWING:

1. It is understood the Renter has read the “*Rules and Guidelines*” for the parish’s social hall and attachments and agrees to comply with the same.
2. All required licenses and the Certificate of Insurance must be received by the parish’s main office, from the Renter, at least 5 days prior to the scheduled event. Final balance will be due and payable 30 days prior to the event scheduled. These will be submitted to a Parish Representative (usually the Pastor/Parochial Administrator or parish Office/Business Manager). If not, the rental contract is null and void, and forfeiture of all monies paid will occur.
3. That the St. Michael Catholic Church shall not be liable for any damage, injury or inconvenience to either person or property that may be sustained by Renter, invitees, licenses, guests, or others present on or about the premises herein leased, and the Renter agrees to indemnify and hold the St. Michael Catholic Church and the Diocese of Colorado Springs harmless for the same.
4. That the Renter shall pay, in addition to all other amounts due hereunder, all collection charges, attorney’s fees, and expenses of the St. Michael Catholic Church incurred in enforcing any of the obligations of the Renter under this rental agreement.

ATTACHMENTS RECEIVED

____ Parish Building/Property Guidelines and Rules ____ Liability Insurance Certificate

TOTAL OF ALL FEES FOR THIS AGREEMENT

Rental:	\$ _____	Damage Deposit:	\$ _____
Janitorial:	\$ _____ (if applicable)	<u>TOTAL:</u>	\$ _____

(Please make checks payable to the “St. Michael Catholic Church”)

Deposit:

Date Paid: _____ Check #: _____

Remaining Balance Due: _____

Date Remaining Deposit Paid: _____ Check #: _____

Renter Initials: _____

This agreement was made this _____ day of _____, 20____, between the St. Michael Catholic Church, 574 Eighth Street, Calhan, CO 80808, and "Renter".

Pastor/Parochial Administrator or
Parish Representative: _____

Renter: _____

Memorandum for Record

Deposit was returned to:

Name: _____ Date Deposit Returned: _____

Address: _____ Check #: _____

Phone: _____