

Prince of Peace Catholic Church

7893 N. Grissom Rd.

San Antonio, TX 78251

(210) 681-8330

Fellowship Hall Rental Agreement

Applicant/Renter’s Name/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (Home/Mobile):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person in charge of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tithing Parishioner or Non-Parishioner: Yes (or) No

Additional contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental includes: Use of tables and chairs and use of kitchen. (Please see details below.)

**Event Information:**

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of the week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nature of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time rental begins: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time rental ends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(For funeral receptions on Mon.-Thurs. time rental may not begin earlier than 12:30pm)*

Applicable Fees

|  |
| --- |
| **For tithing parishioners: $75/Hour For Non-Parishioners $150/Hour**  **A Damage Fee of $75 must be paid upon scheduling of event.**  **Non-refundable deposit of $75 is required when event is scheduled and facility is reserved in parish calendar. For funeral receptions, balance is due (cash or credit ONLY) 48 hours before event. For all other events, balance is due 2 weeks prior to event (cash, check, or credit)** |

|  |
| --- |
| **FOR OFFICE USE ONLY** |

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prince of Peace Staff Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Damage Fee: $75.00 (This fee will be returned to renter no later than 30 days post event date as long as facilities meet standards listed within this contract.)**

**Non-Refundable Deposit: $75.00 (due at time of rental)**

**Hourly Fee:\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_ Hrs = \_\_\_\_\_\_\_\_ (Amount) + $75.00 Damage Fee**

**Hourly Fee for (2) Security Officers: $60.00 X \_\_\_\_\_(5 hour maximum) Hrs=\_\_\_\_\_\_\_\_\_**

**Total Amount Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at time of rental.**

**PAYMENTS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DATE** | **AMOUNT** | **CASH/CK/CC#** | **RECEIPT#** | **BALANCE DUE** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

**Condition of Use**

Please read the following Fellowship Hall Rental Agreement and Condition of Use carefully.

**Reservations:**

1. The person signing the rental agreement and/organization on whose behalf the rental is being made is responsible for compliance with all the conditions of use for the facility.
2. The person signing the rental agreement must be at least twenty-one (21) years of age.
3. Under no circumstances shall the applicant/renter and/or organization sublease or allow any other organization or individual to use the facility during the time and on the dates for which they have reserved the facility.
4. All requirements for rental must be completed prior to use of the facilities. Required items include but are not limited to the following: signed and completed rental agreement, receipt of rental deposit and fees and photo ID (if a non-parishioner).
5. Rental of the Fellowship will be for a maximum of 6 hours. All events must conclude by 11pm. This allows 1 hour prior to the event for decorating and one hour after the event for tear down and clean up.
6. **Maximum capacity** of the Fellowship Hall is 175 persons. The renter shall not admit more than that number of guests. If occupancy exceeds 175, guests may be subject to evacuation and termination of function if so desired by the Fire Marshall. No refunds will be made under these circumstances. Fines imposed by the Fire Marshall will be the responsibility of the applicant.
7. **Security:** In compliance with Archdiocesan policy, Prince of Peace is required to contract 2 uniformed, duly commissioned and employed law enforcement officers from Bexar County Precinct #6 for functions/events held at Prince of Peace Catholic Church where the number of guests exceeds 99 and also when alcohol is served. Officers, who are considered guests at the function/event, are not permitted to fill this role. Law enforcement officers are to be on duty from the time your event begins to the time people have cleared the building.

**Fees:**

1. Prince of Peace must be in receipt of the balance of fees before the facility is considered rented.

If the event is a **funeral reception**, balance must be paid in full 48 hours prior to the event.\_\_\_\_\_\_\_\_\_\_(Date)

If the event is a **wedding reception, quinceañera reception, baby shower or** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, balance must be paid in full 2 weeks prior to the scheduled function.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

1. Any person or organization holding a reservation for the use of the Fellowship Hall and desiring to cancel such a reservation, may at the discretion of the Pastor, be subject to the withholding of all or a portion of the rental costs paid.
2. All events must be in accordance with the teachings of the Holy Roman Catholic Church. The pastor is the ultimate arbiter of what is and is not in compliance with the teachings of the Holy Roman Catholic Church. All events may be cancelled up to the date of the event or even during the event if it becomes apparent that the event is not in compliance with the teachings of the Holy Roman Catholic Church.
3. **IN THE EVENT THE FACILITY IS LEFT DAMAGED, THE RENTER AND/OR ORGANIZATION UNDERSTANDS AND HEREBY AGREES THAT THEY WILL FORFEIT THE SECURITY DEPOSIT AND BE CHARGED FOR ANY ADDITIONAL JANITORIAL AND OR/REPAIR FEES INCURRED BY PRINCE OF PEACE CATHOLIC CHURCH. THESE FEES WILL BE BILLED TO THE RENTER AND OR/ORGANIZATION.**
4. Prince of Peace Catholic Church agrees to pay the renter any refund of monies paid hereunder no later than thirty (30) days after the date of cancellation of said function. Refund shall be made by Prince of Peace check made payable to renter and mailed to the renter at the address shown on this agreement.

**Equipment**

1. **Decorations:**
2. All decorations must be free standing. No objects are to be affixed to any wall or ceiling.
3. No nails, tacks, pins, screws, staples, tape or other adhesives of any kind may be affixed to the facilities.
4. The use of birdseed, glitter, rice, confetti, silly string, glow sticks, fireworks or similar items are not permitted inside the building or anywhere on the premises.
5. Helium balloons are allowed for decorating purposes only and must be securely fastened. Fee-floating balloons are not allowed.
6. No salt, sand, cornmeal or dancing dust, wax or any kind may be put on the floor by the renter.
7. Only light strings manufactured for indoor use are allowed. No open-flamed candles are allowed. Battery operated candles are permitted.
8. The use of a smoke or bubble machine is prohibited.
9. Rental includes the use of chairs, rectangle and round tables. Tables and Chairs are to be picked up and carried or moved with the use of a dolly.  **DO NOT DRAG** chairs and tables across the floor. Chairs and tables are not to be taken outside for any reason without the express approval of the Parish Administrator or Pastor.
10. The Church does not provide AV/PA system equipment. The renter may bring in their own AV/PA equipment at their own expense.
11. Central A/C or Heating systems will be turned on one hour (1) prior to the event and turned off at the end of the event.
12. Prince of Peace is not responsible for any equipment brought to the facility by renter or decorations left behind after the event.

**Fellowship Hall/Kitchen**

1. **Smoking is prohibited.** Prince of Peace Catholic Church is a non-smoking facility. Guests are invited to smoke outside the building in designated areas.
2. **Handguns are prohibited.** Pursuant to Section 30.07 Penal Code (Trespass by License Holder with an openly carried handgun), a person Licensed under subchapter H. Chapter 411. Government Code (Handgun Licensing Law) may not enter this property with a handgun that is carried openly. Pursuant to Section 30.06, Penal Code (Trespass by license holder with a concealed handgun), a person licensed under subchapter H, Chapter 411, Government Code (Handgun Licensing Law), May not enter this property with a concealed handgun.

Conforme a la Secció 30.06 del cóndigo penal (traspasar portando armas de fuego con licencia) personas con licencia bajo del sub-capitulo H, capitulo 411, condigo del gobierno (ley de portar armas), no deben entrar a esta propiedad portando un arma de fuego ocultada. Conforme a la sección 30.07 del código penal (traspasar portando armas de fuego al aire libre con licencia) personal con licencia bajo del sub-capitulo H, capitulo 411, codigo de gobierno (ley de portar armas), no deben entrar a esta propiedad portando un arma de fuego al aire libre.

1. Included in the rental is the use of the Fellowship Hall, the kitchen, the refrigerator, the microwave, the restrooms, the stage and the parking lot in the rear of the Church. The kitchen **MAY NOT BE USED** for cooking. Use of the stove or oven is strictly prohibited. Ice chests and ice may be brought in for use. Roasters and warming trays may be brought into the kitchen and plugged in for use.
2. **Alcohol:** If the renter wishes to provide alcohol event, the renter is responsible for providing all bar supplies and equipment. Alcoholic beverages should be served in designated area only. Due to TABC regulations, exchange of money for alcoholic beverages including tip jars is prohibited. All serving of alcoholic beverages **MUST TERMINATE** at 10:00pm. No one under the age of 21 is allowed alcoholic beverages. **THE RENTER TAKES RESPONSIBILITY FOR GUESTS WHO CONSUME ALCOHOL.**
3. All deliveries made to the Fellowship Hall or Kitchen for the event must be scheduled to occur within the 6-hour rental period.
4. Renter is responsible for emptying trash cans and disposing trash after the event. Trash bags must be taken to the dumpster receptacle in the designated area.
5. Renter must remove all food items, beverages and condiments belonging to renter from the refrigerator upon completion of the event. Do not use food or beverages in the kitchen that do not belong to you.
6. Renter must provide dishtowels, paper products, tablecloths, plastic ware, etc. for said event.
7. Renter must wash, dry and return to original storage area any utensils, dishes, items used from the kitchen.
8. All countertops, sinks, stoves and other surfaces must be wiped down prior to leaving the premises.
9. Hall and kitchen floor must be swept before leaving the premises.

**Indemnification:**

1. **THE APPLICANT AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS PRINCE OF PEACE CATHOLIC CHURCH, ITS AGENTS, OFFICERS AND EMPLOYEES, AND EACH OF THEM, FROM ALL LOSSES, COSTS, EXPENSES, (INCLUDING REASONABLE ATTORNEY’S FEES), CLAIMS, LIABILITIES, ACTIONS OR DAMAGES INCLUDING LIABILITY FOR INJURIES TO ANY PERSON(S), DAMAGE TO PROPERTY, OR THIRD PERSONS ARISING OUT OF OR ANY WAY CONNECTED WITHIN THE APPLICANT’S RENTAL AND USE OF THE CHURCH’S FACILIEIES.**
2. **ALL CONDITIONS CONTAINED HEREIN SHALL ALSO APPLY TO ALL GROUPS, CLUBS, SERVICE, ORGANIZATIONS, INCLUDING THOSE RECEIVING A WAIVER OF FEES AND ALL INDIVIDUALS.**
3. **THE UNDERSIGNED HAS READ AND UNDERSTANDS THE CONDITIONS CONTAINED HEREIN AND MADE PART OF THE RENTAL AGREEMENET AND AGREES TO ALL THE AFOREMENTIONED RULES, REGULATIONS, AND CONTITIONS OF USE FOR THE PRINCE OF PEACE CATHOLIC CHURCH FACILITIES.**

Signature of Applicant/Renter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Renter’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Pastor or Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_