

Rental Agreement for St. Joseph, Olney

Building & Facilities

Facilities are available primarily for parish organizations and events. Parish events take priority over all other organizations/events. Any other local non-profit organizations/community service may use these buildings with prior approval from Father Mark Stec.

Facilities are available to parish families, groups, or organizations with invited guests from outside the parish (reunions, showers, receptions, etc.) with payment of rent and deposit and evidence of liability insurance. * The room is not available for children's birthday parties.

Rent & deposit reserves booking. If booking is cancelled prior to one month of reserved date, the deposit will be returned. Cancellation within one week of rental forfeits the deposit.

The deposit shall be returned after the event (if the list of rules are followed and no abuse or damage has incurred.)

St. Joseph, Olney, Buildings and grounds are Smoke Free Parish Multi-Purpose Room and Cafeteria Rules

1. Clean-up must be complete the same day as rental. Please leave the room as you found it – clean & orderly.
2. Remove paper and decorations from the tables. (No tape or thumbtacks on ceiling or on walls)
3. Put tables and chairs back in the same order they were found before event.
4. Take out garbage, put new liners in the trash cans. Put trash in the dumpster east side of Cafeteria/Gym building.
5. If kitchen is used, clean up the kitchen (if towels are used, please launder and return on Monday) & make sure everything is in order. Wet mop floor if necessary, make sure oven/burners are off.
6. Turn off all lights (restrooms also) and lock all outside doors.
7. Multi-Purpose room available after 1:30 p.m. on Saturdays.
8. These rules and regulations are subject to change.
9. St. Joseph Parish reserves the right to refuse the use of any building/facility.

Questions about the above instructions (#1-9) or opening/closing facilities, contact Bob Ochs (618-838-6559).

DATE _____ EVENT _____

NAME OF RENTER _____ TELEPHONE _____

ADDRESS _____

LOCATION: MPR _____ CAFETERIA _____ START TIME _____ FINISH TIME _____

MULTI-PURPOSE ROOM(capacity 100) _____ (\$75 rent + \$100 deposit)

CAFETERIA(capacity 320) _____ (\$200 rent + \$300 deposit)

Will alcohol be served _____ YES _____ NO Signature _____

***IF ALCOHOL IS BEING SERVED IT IS REQUIRED TO PURCHASE THE CATHOLIC MUTUAL POLICY**

INSURANCE REQUIREMENTS: Renter must provide evidence of liability insurance. If renter is an individual, a copy of Homeowners of Personal Liability Insurance Policy will be accepted. (There is a \$95 policy available from the Catholic Mutual which covers a 72 hour period. Inquire in office)

*As renter of St. Joseph Parish, Olney facilities, the undersigned agrees to protect, indemnify and hold harmless St Joseph Parish, Olney and the Catholic Diocese of Belleville from any and all loss, cost, damage, or expense arising out of or from any accident or other occurrences on or about the premises, causing injury to any person or property: the undersigned further agrees to protect indemnify and hold harmless St. Joseph Parish, Stringtown and the Catholic Diocese of Belleville from any and all claims. (Costs, or expenses arising from any failure of the renter in any respect to comply with or preform all requirements or provisions of this agreement, or of any applicable law or ordinance, during the rental period.) I have read, understand, & agree to the rental agreement and insurance requirements.

Signature _____ Date _____

OFFICE USE ONLY: DATE PAID _____ CHECK _____ CASH _____

PROOF OF INSURANCE: YES _____ NO _____

DATE DEPOSIT RETURNED _____