

ST. HELENA CATHOLIC CHURCH
Amite, Louisiana

ST. HELENA CHURCH HALL
RULES, REGULATIONS & RENTAL AGREEMENT

THE FOLLOWING RULES & REGULATIONS APPLY TO ALL PERSONS OR ORGANIZATIONS RENTING THE ST. HELENA PARISH HALL:

The St. Helena Catholic Church is hereinafter referred to as the LESSOR and the person or organization wishing to rent the hall is hereinafter referred to as the LESSEE.

1. DAMAGE DEPOSIT

A DEPOSIT OF \$500.00 MUST BE MADE IN ADVANCE TO RESERVE THE DATE FOR THE HALL RENTAL.

The deposit will be forfeited for cancellation or damages, but a refund will be given if the cancellation is 60 days prior to the event. The deposit will be refunded within two weeks following the function, after it has been ascertained that the Hall has been thoroughly cleaned, the premises, furnishing and furniture were left in satisfactory condition and that the function lasted only the time which had been contracted.

2. RENTAL FEE

THE COST OF RENTAL OF THE HALL, TABLES AND CHAIRS IS \$900.00. This cost is in addition to the deposit, insurance, police detail and cleaning fees. The total cost of rental must be paid at least four weeks prior to the scheduled function. This cost is in addition to the deposit, insurance, police detail and cleaning fees. The total cost of rental must be paid at least four weeks prior to the scheduled function.

NOTE: There will be no charge for families wanting to use the hall or classroom 101 for a bereavement meal following a funeral. However, the hall or classroom setup, serving and cleanup afterwards will be the full responsibility of the Persons using the hall.

3. INSURANCE FEE

A Special Event Coverage Fee of \$95.00 is to be paid at the time of deposit. This fee is required by the Diocese of Baton Rouge to extend Liability Coverage to an individual or organization using the Parish facilities for a non-parish sponsored event. This check is to be given to St. Helena Catholic Church Office personnel at the time the Hall Rental is signed. Make check payable to DIOCESE OF BATON ROUGE. The required form is to be completed and returned with the check.

In the event the Hall is being rented by an organization which has its own liability insurance, the Diocesan Insurance Liability Coverage may be omitted. However, a Certificate of Proof of the Liability Insurance covering the organization must be provided at the time of the signing of the rental agreement.

4. HALL SETUP (prior approval needed)

THE ENTIRE HALL SET-UP MUST BE PERFORMED BY THE LESSEE. The St. Helena Maintenance Personnel may not be used for helping in setting up during his normal working hours. He may, however, be employed at the Lessee's expense to help out, only after his normal work day is ended. A set-up time of two hours prior to the beginning of the scheduled function is allowed for special events. If more preparation time is needed, additional time may be arranged. This is to be discussed with Office Personnel prior to the event.

In the case of preparation for a wedding reception, unless previously scheduled for some other event, the Hall will be available to the preparation crew on the day preceding the wedding from 12noon till 5pm.

The Air Conditioner or Heater may be used during the preparation and may be turned on again eight hours prior to the wedding.

5. UNIFORM PATROL. Uniform Patrol is required for all event rentals. The fee for police detail is \$120.00(4 hour minimum). Any additional time at \$30.00 per hour. The Lessee is responsible for this fee to be paid to St. Helena four weeks in advance so that the Lessor can reserve the police detail.

6. HALL LOCKUP & CLEANUP. There will be a \$75 cleaning fee payable to St. Helena. The cleaning fee is to put away the tables and chairs and sweep and mop the floors ONLY. At the end of the function, the Lessee agrees to generally clean the hall, kitchen, bathroom, and surrounding grounds. All trash should be taken to the outside dumpsters and a general cleaning of all areas should be completed. The Lessee agrees to turn off all lights, air conditioners and to lock up the Hall. If the hall is not left in acceptable condition, the Damage Deposit will be forfeited, as stated in paragraph 1 above.

7. SPECIFIC REGULATIONS & REQUIREMENTS

A. NO NAILS, THUMB TACKS OR SCOTCH TAPE or ANY ITEM MAY BE APPLIED TO THE WALLS, CEILING, FLOORS OR TABLES.

B. RELIGIOUS STATUES AND PICTURES ARE TO NOT BE COVERED AND LIGHTS ARE TO REMAIN ON DURING THE ENTIRE COURSE OF THE EVENT WITH EXCEPTION TO THE STAGE.

C. SOUND SYSTEM

Bands, Disc Jockeys, and all other providers of music are not allowed to connect to or plug in to St. Helena Sound System.

D. THE HALL IS A SMOKE FREE FACILITY

No smoking is allowed anywhere within the facility. Those who smoke must do so outside the facility.

E. BEHAVIOR

No activity shall be permitted or tolerated on Church property which in any way is immoral or unlawful, including, especially, anything which is contrary to the laws or policies of the Roman Catholic Church

F. SERVING OF ALCOHOL AT THE FUNCTION (APPROVAL FROM PASTOR)

Lessee must agree at the signing of this contract whether alcohol will or will not be served.

IF ALCOHOL IS TO BE SERVED, Lessee agrees that alcohol WILL NOT BE SERVED to anyone under the age of twenty-one.

G. HALL RENTAL TIME

Events should not be scheduled during Masses. The parking lot should be clean and clear 30 minutes prior to the beginning of scheduled Masses.

H. UNIFORM PATROL

The Lessee agrees to pay Lessor for Uniform Patrol for any Event rental.

8. CATERING/DECORATING/WEDDING COORDINATOR BAND DISC JOCKEY RULES

must provide Certificate of Liability Insurance listing St. Helena Catholic Church as Additional Insured.

Caterers/Decorator/Wedding Coordinator/Band/Disc Jockey must remove all their supplies, equipment, decorations, etc. immediately following the event.

(Special circumstances will be considered)

SPECIAL NOTICE

THERE WILL BE NO CATHOLIC OR NON CATHOLIC WEDDING CEREMONIES PERFORMED IN ST. HELENA CATHOLIC CHURCH HALL

9. DAMAGES

The Lessee hereby agrees to indemnify the Lessor, Staff, or associated with and/or the Diocese of Baton Rouge of any and all damages caused by any person participating at the function, whether said damage is caused by the use of alcohol or otherwise.

10. HOLD HARMLESS

The Lessee hereby agrees to indemnify and hold harmless the Lessor, staff and/or the Diocese of Baton Rouge harmless from all damages caused to or by, any person, as a result of a companion of whom is a participant or a friend of participant at the function. Additionally in the case that there is a suit involving the use of the premises and/or sale or furnishing of alcohol on said premises the aforementioned agrees to indemnify and hold harmless the Lessor, staff and/or the Diocese of Baton Rouge.

11. LEGAL FEES AND ATTORNIES FEES TO DEFEND THE LESSOR, STAFF AND/OR DIOCESE

The Lessee hereby agrees to pay for the defense of the Parish and/or the Diocese of Baton Rouge in the event that any suits included but not limited to as the result of the serving of alcoholic beverages and/or any other reason connected with the use of the premises. The Parish and/or the Diocese shall have the right to choose their own attorney to defend them in the event of such a suit, with the lessee having the responsibility to reimburse, net 10 with net applicable interest the Lessor and/or Diocese of Baton Rouge.

RENTAL & DAMAGE DEPOSITS

Amount	Check/Cash	Date
Damage Deposit \$ 500.00 (Paid in advance to reserve)	_____	_____
Rental Fee \$900.00 (Paid four weeks prior to event)	_____	_____
Insurance Fee \$95.00 (Paid at time of signing)	_____	_____
Uniform Patrol \$120.00 4 hr. minimum (paid four weeks prior to event)	_____	_____
Cleaning Fee \$75.00 (Paid at time of signing)	_____	_____

THE LESSEE HEREBY AGREES TO ALL OF THE ABOVE.

LESSEE

DATE

FOR ST. HELENA CATHOLIC CHURCH

DATE

**SCHEDULE OF RENTAL
ST. HELENA CHURCH HALL
AMITE, LA.**

RESERVED FOR DATE OF _____

TYPE OF EVENT _____

RESERVED BY _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE: HOME _____ WORK _____

CELL _____ FAX _____