

**St. Mary's Parish Hall
Rental Agreement - Non-Parishioner**

This usage agreement is made and entered into by and among St. Mary's Catholic Church and the User, by and through its legally authorized representative and Officer. St. Mary's is the present tenant and occupant of the Hall and the User desires to use the Hall for a social function conducted at the time and date hereinafter set forth.

Now therefore, the parties agree as follows:

1. The rent for a non-parishioner is **\$200.00 per day**
2. Special Events insurance –
OPTION 1 - \$95.00 (non-parish sponsored event)
through the Archdiocese of Kansas City in Kansas-check to be made out to the Archdiocese; or
OPTION 2—Insurance through the individual's own insurance that is using parish facility. Sign the Facility Usage/Indemnity Agreement. This agreement requires \$1,000,000.00 in liability coverage, which must name our parish and the Archdiocese of Kansas City in Kansas additional insured's. A copy of a Certificate of Liability Insurance from your insurance must be submitted to the parish.
3. The renter agrees to pay a **refundable Clean-Up fee of \$100**. This fee will be refunded after use, if the hall is left in satisfactorily clean state. Please make out separate check for cleanup fee.
4. Non-parishioners may not sponsor dances.
5. St. Mary's parish is not responsible for accidents or lost objects.
6. Use of tape, screws, tacks, and/or nails on the walls or woodwork is prohibited. Use of ready-release products such as 3M is acceptable if it will not damage finish.
7. The facilities for the Parish Hall include the Kitchen, the Cafeteria, and the Gym.
8. After use of the facilities, cleanup must be performed as listed on the "Checklist of Items to do before and after rental of St. Mary's Parish Hall" which should be attached to this contract.
9. Damage to the interior or exterior of the building should be reported to the pastor or church secretary immediately.
10. Signed agreement, rental insurance, and cleaning deposit fees are due at time of reservation.
11. Contact the pastor or church secretary to reserve the Parish Hall at 785-336-3174.
12. To open hall or key contact person is Duana Huerter at 785-294-0802.
13. Stay off Wrestling mats on stage in gym.

Name: _____ Date: _____
Address: _____ Hall Date: _____
_____ Check # _____
Phone Number: _____ Duration: _____
Signature: _____

Initial that you have received a copy of "Checklist of Items to do before and after rental of St. Mary's Parish Hall" _____ *(Revised and Adopted by St. Mary's Parish Council Fall 2018)*

