



# St. Boniface Rental Agreement

## Hall Policies / Use Agreement

The facilities will be rented only to members of St. Boniface. The facilities used for all parish functions and ceremonies will have no fee. Parish events and programs will have priority for use of the facilities. If available, for a one-time use, certain non-profit and civic organizations of the community may use the facility for a utilities donation. Recommended donation is \$50 for ½ day — \$100 for full day.

1. All arrangements must be made with the rental coordinator at 987-4597. Fees and deposits are listed on the back of this sheet. A deposit is required at the time you reserve facility and the deposit will hold your reservation. The deposit will be returned to you if no damage occurs and if the facilities are cleaned and left in original condition. When the reservation and deposit are made, the rental coordinator will review rental policies and procedures with the renter. Deposits are non-refundable for cancellations.
2. Full payment of the rental fee must be paid when the key is picked up.
3. Keys may be picked up at the agreed upon time with the coordinator.
4. The hall is to be vacated by 11 p.m. unless other arrangements are made. The facilities are generally not available until 1 p.m. on Sundays.
5. Saturday rentals during Mass time are subject to the discretion of the pastor.
6. The entire facility is smoke-free.
7. St. Boniface is not responsible for the property of renters or their guests.
8. Renters must take responsibility for the conduct of their guests.
9. The renter may decorate as long as they do not tape anything to the walls or tables. All decorating must be done the day of the event unless other arrangements are made.
10. Caterers must meet with the coordinator prior to the event to review hall/kitchen instructions.
11. Renter agrees not to use the facilities in violations of any state or federal law.

## Custodial expectations

Set-up/clean up time is included in the rental time. If other arrangements are needed, they must be agreed to with the rental coordinator.

A general clean-up is expected. Cleaning supplies may be found in the custodial cabinet in west end of the parish hall, and in the kitchenette of the Mary and Joseph Room.

1. Tables and chairs need to be returned to their original positions after your event.
2. Wastebaskets must be emptied and garbage taken to the dumpster.
3. Floors must be swept or vacuumed.
4. Kitchen must be cleaned if used. Check to see that all appliances are off.
5. Lights must be turned off and doors locked.

## Acknowledgment

I agree to the terms and conditions set forth in this agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office rental coordinator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Key / Deposit Status

Date key returned:  Deposit returned:  Yes  No

If deposit not returned, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_