

Immaculate Conception Catholic Church
Parish Hall Rental Policy

107 Church Street
Gregory, Texas 78359
Office: (361) 643-4505

- I. Parish Hall Rental Overview --- For rental purposes: Early notification is required and must be made with the Parish Office no less than two (2) weeks prior to your planned activity date.

A. Facility Specifications

1. The Parish Hall has a seating capacity of approximately 250 persons.
2. The Hall has three (3) outside exits.
3. Restrooms are available: Men: to the right as you walk in front door. Women: Left next to stage area
4. Tables and Chairs are provided can be rearranged for your event, but must be moved back to original spot.
5. a set-up time will be provided no later than one (1) day prior to the event.
6. Garbage can are provided as well as can liners, Any and all Garbage must be disposed of at the conclusion of hall usage. A large dumpster is available for usage and is located at the Southeast side of the grounds (next to St. Vincent de Paul building).

B. Facility Restrictions

1. Children and youth activities require the presence of at least one (1) adult over 21 years of age.
2. Use of controlled drugs on Parish property is strictly prohibited.
3. The use of profane or obscene language is strictly prohibited.
4. No firearms are allowed on Parish property.
5. Smoking is not permitted in the building.
6. Subletting of the Parish Hall by the renter is strictly prohibited.
7. Cancellations must be made no less than 48 hours in advance of an event.
8. The use of tacks, nails, and scotch tape are prohibited when applying decorations. Masking tape is allowed.
9. A plastic or liquid resistant type of table cloth is recommended to protect tables and simplify clean-up (you can find at Party City or Sam's Club)
10. Music and serving of food and drink must be concluded by 10:00 pm
11. Events are to be concluded, cleaned-up and doors locked by 11:15 pm
12. If keys are lent out for the hall they must be returned to the parish office by 4 pm the next business day following the event.

13. Any damages will be satisfied by the damage deposit. In the event that damages exceed the deposit amount, a bill will be sent to the renter.

C. Parking

1. Parking is available on the paved areas around the hall. (please note if event is to take place on Saturday, Sunday or Holy Days please use parking lot farthest from the Church.)

D. Regulations for use of the NEW KITCHEN

1. There must be a Parish Approved representative present when the Kitchen is used.
2. Appliance approved for use include the stove, fryers, griddle, & refrigerator.
3. Parish utensils, pots, pans, and serving equipment are NOT to be used.
4. There will be an additional fee charged for the use of the Kitchen.

E. Set-up

1. All set up activities are the responsibility of the renting party. This includes tables, chairs, decorations, and kitchen arrangements.
2. Each event is allotted a one (1) and a half (1/2) hour set-up up time at no additional cost.

F. Clean-up

For an additional fee, clean-up can be taken care of for you.

1. Each event is allotted a one (1) hour clean-up time also at no additional cost.
2. Clean up is to be completed by 12:00 pm the day following the event.
3. Clear tables of decorations, table cloths, and liquid spills.
4. Bag all trash, waste and garbage. Replace all can liners.
5. Remove all decorations, food, drink items brought in for the event.
6. Wash all dishes, trays, and counter tops used during the event.
7. Deposit all trash and garbage in the dumpster.
8. Mop up all spills.
9. Turn off all lights: Hall, Kitchen, restrooms and exterior.
10. Secure all exit doors.
11. Wipe all chairs which have food residue or may be sticky following spills.
12. Sweep the hall thoroughly.

G. Insurance requirements

Insurance coverage is required for all events held on parish property that are not sponsored by the parish. For such events, applicants have the following two choices:

1. Provide a certificate of insurance naming Immaculate Conception Church as additional insured for at least \$1,000,000 or
2. Purchase the Special Events insurance available through Catholic Mutual Risk Management Services. To purchase the insurance, an application must be completed and mailed with payment at least 15 days prior to the scheduled event.

II. Parish Hall Rental Fee Schedule

RENTAL FEE'S

PARISH HALL:	
CAPACITY:	230 PEOPLE (approximately)
Rental Fee	\$75.00 / hr.
Liability Deposit	\$85.00
Building Deposit	\$50.00
<i>Building & Liability Deposit due one (1) month prior to event</i>	
<i>Balance due one (1) week prior to event</i>	

Use of Kitchen: Event Fee + \$50.00

Parish functions NO CHARGE (Event Scheduling is required)

Clean-up Fee (optional): \$80.00

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III. Parish Hall Rental Worksheet

Instructions: *this worksheet must be completed in its entirety by all Parishioners and Non-parishioners submitting a request for rental of the Parish Hall.*

Today's date: _____

Date of Rental: _____

Renter's Contact Information:

Name: _____

Street Address: _____

City, State, Zip: _____

Contact #: _____

Are you a parishioner of Immaculate Conception Parish? YES NO

If you are a Non-parishioner, but know someone who is a Parishioner that you would like to list as a reference please do so in the space provided below.

Reference Name: _____

Reference Phone Number: _____

Type of event: _____

Number of people expected to attend: _____

Will the event require the use of the Kitchen? YES NO

Will the Special Events insurance available through Catholic Mutual Risk Managements Services be required? YES NO

Please indicated your preferred date and time of setup. _____

Fee Summary.

Event Fee.....\$ _____

Building Deposit.....\$ _____

Adder for Kitchen.....\$ _____

Special Events Coverage.....\$ _____

Total.....\$ _____

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IV. Parish Hall Rental Contract

I _____ hereby agree to rent the Parish Hall at Immaculate Conception Catholic Church, on _____ the _____ day of _____, 20____. I have read the terms and conditions outlined in the Parish Hall Rental Policy, attached herewith, and agree to abide by all of these terms.

Property damage identified through a post-activity inspection by a parish representative, will be assumed by me, and reimbursed by me to Immaculate Conception Catholic Church. I understand that liability for damage and personal injury to attendees, attendees' property or agents outside of this activity, based upon the actions of this activity, are my sole responsibility.

I agree to indemnify and hold harmless the Bishop, the Diocese of Corpus Christi, Immaculate Conception Catholic Church, its parishioners, and agents from and against all damages, claims and liability arising from or connected with my control or use of the parish hall, including, without limitation, any injury or damage to person(s) or property. If any of the above mentions parties, without fault, shall become party to litigations commenced by or against me, then I shall indemnify and hold these parties harmless. The indemnification provided shall included all legal and attorney fees incurred by the above mentioned parties in connection with any such claim, action or proceeding.

I, as the renter hereby release Immaculate Conception Catholic Church from any liability for accident damage or injury caused to persons and property on or about the real estate, accepting responsibility for the negligence of Immaculate Conception and not withstanding whether such acts or omissions be active or passive.

Printed name of renter

Signature of Renter

Date

Signature of I.C.C. Representative

Date