

**BELIEVERS TOGETHER COMMUNITY CENTER
RENTAL CONTRACT and POLICIES**

Name: _____ Today's Date _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work/cell Phone: _____

Email _____

Date of Rental: _____ for _____ Time of Event: _____

Number of People Expected: _____ Time of Set-up/decorating: _____

Room(s) needed : Dining Room _____ Kitchen _____ Gym _____ Youth Room _____ Library _____
 Class Room(s)# _____ Chapel _____ Chapel mtg room #2 _____ Chapel mtg room #3 _____

- **Renter must be registered parish members. All events are limited to maximum 150 people.**
- All events, meetings and use of any part of the *center* must be scheduled through the Parish Office.
- (We reserve the right to change rooms when needed with as much notice as possible)
- Wedding receptions of Catholics must be preceded by a valid catholic wedding according to the catholic church.
- **Use of alcohol must be approved by the parish office. NO EVENTS will have alcohol with out prior approval.**
- No smoking is allowed in the center. No smoking is allowed on the grounds, except in areas designated by receptacles.
- Due to the possibility of multiple events or meetings, we require your group to stay in the area you reserved.
- We expect Christian behavior and language at all times.
- The content of all activities must uphold Christian values.
- Children must be supervised at all times, and remain in areas rented.
- ***Center* must be left in the condition it was found or better. The renter is responsible for damage caused by negligence or inappropriate use of the equipment or space rented.**

SPACE AVAILABLE:

Dining Room	15 tables	8 persons per table	=	120 people
Gymnasium	18 tables	8 persons per table	=	144 people
Classroom (5)	4 tables	6 persons per table	=	24 people
Library/Conf. Room	10 tables	8 persons per table	=	80 people

Christ the King Parish Rental Policies

- All rentals are **maximum 6 hours**.
- The building is to be cleaned up and vacated by 11:00pm, or the end of the 6 hour period.
- Parties with alcohol must be approved by the parish staff and will be required to obtain a liquor license from the city of Moline. \$25 fee.
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- All events are limited to a maximum 150 people .
- You must designate how many will be attending your party in the contract and have an attendant at the door to make sure everyone entering is an invited guest. There will be no “open parties”
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- The rooms must be cleaned and left in the same condition as when you arrived.
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- The kitchen, stove and oven must be cleaned!
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- Children must be supervised at all times and are to be in the designated rooms.
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- Children will not be allowed outside of the building!
- **Alcohol is prohibited** at the following celebrations for children;
- Baptism Party
- 1st Communion Party
- Confirmation Party
- Graduation Party
- Child’s birthday (under 21)

While we are happy you chose our facility for your event, the care and safety of the people who use our building is our first concern. We are a Catholic Christian organization and we are here to help you celebrate your event safely. We expect you and your guests to be respectful and responsible for the care of our building,

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DECORATIONS

Any decorations on the walls or ceiling must be approved by the Parish Office.
(No hooks, tacks or nails, use only painters tape)

Candles in centerpieces or holders are allowed, if approved by the Parish Office.

Removal of **all** decorations is the responsibility of the renter.

FOOD AND PREPARATION

To cook in the *Center* kitchen, the contract must indicate payment of the fee. The kitchen and dining area must be clean of food waste. All trash must be placed in the dumpster at the south end of the east parking area. Please recycle as much as you can using the containers near the gym entrance doors.

Prior arrangements must be made to use dishes and cookware. All *Center* dishes and utensils used must be clean and put away.

Floors should be free of food and dirt that can be ground into carpet or cause a hazard.. Equipment to clean the floors is provided by the *Center*.

The *Center* will provide trash bags, soap, dish towels & dish cloths. (Dish cloths & dish towels will be laundered by the *center* staff.)

No red, orange or grape drinks, please. We ask that you inform the staff of a potential stain that needs immediate attention. (If staff is unavailable leave a note on the kitchen counter.)

All decorations as well as food, beer kegs, etc. must be removed from the *Center* by 11:00pm.

SET – UP AND TAKE – DOWN It is your responsibility to set up and take down more tables than are in each room. When you are finished the room setup must be as it was found. There is a diagram for setup in each room.

Special set ups will need to be noted below. You will need to discuss setups with additional tables with parish staff

Deliveries for events are the responsibility of the renter or set up during office business hours and confirmed with office staff.

Key cards for the door must be picked up in advance during regular office hours (Monday thru Friday 9am-4pm) prior to your event.

EVENT PRICING

(Rooms are priced for **6 hours** (includes set up & clean up) **(Maximum all events 150 people)**

Anniversary Party Birthday Party Bridal/Baby Shower

less than 50 people \$50 _____

51-150 people maximum \$150 _____ (use of kitchen but no cooking) Dining room and/or gym

Graduation Parties \$150 per graduate Gym _____ Dining room _____ (use of kitchen but no cooking)

Wedding reception maximum 150 people \$1500 _____ includes use of gym & dining room

Library/Conference Room \$125: _____

Meeting Room under 50 people: \$50: _____ over 50 \$100 _____

Fee for Kitchen for cooking \$150.00: _____

Damage Deposit \$500: _____ Damage Deposit, with alcohol \$1500: _____

CERTIFICATE OF INSURANCE INFORMATION

If 50 or more people are attending your event and/or liquor is being served, please complete the following: Special Event and/or liquor insurance will be obtained through the *Diocese of Peoria*, at the current premium of \$100. Forms to be administered and sent, no later than 30 days prior to event, to Dunne Properties done by the Parish Office.

Is Liquor being served? Yes _____ No _____ **(Must have prior approval from the parish office.)**

Special Event Insurance Coverage needed: Yes _____ No _____ Amount \$100: _____

FEES & DEPOSIT must be paid at the time the *Community Center* is reserved to confirm the event date. If you wish to cancel within 48 hours of booking the event all fees and deposit will be refunded. If the event is canceled after 48 hours from the booking date, 50% of the fees and 100% of the damage deposit will be refunded.

If the event is canceled prior to 30 days before the event date, the Damage Deposit will be refunded.

If the event is canceled less than 30 days before the event date, **No Money** will be refunded.

Deposit will be returned within 30 days after the event, if it has been determined that nothing has been damaged and no extra clean up was required.

Rental Fees: (Payable to Believers Together Center) \$ _____ Check # _____

Damage Deposit Fee: (Payable to Believers Together Center) \$ _____ Check # _____

Insurance Coverage Fee: (Payable to Dunne Properties) \$ _____ Check # _____

Method of Payment: Cash _____ Check _____ Visa/MC _____

Total Fees: _____

Acct # _____ Exp Date ____/____/____

Signature _____

I have read and agree to the terms of this contract and upon payment of fees and deposit I consider the date and time of my event confirmed.

signed date

witnessed by

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: Diocese/Archdiocese of Peoria, Christ the King Roman Catholic Congregation, Cursillo, TEC

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above-named FACILITY USER , agrees to defend, protect, indemnify and hold harmless the above-named PARISH against and from all claims arising from negligence or fault of the above-named Facility User or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above-named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars(\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH as an “Additional Insured” on its general liability policy for the DATES OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER’S operations or are brought against the PARISH by FACILITY USER’S employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above-named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above-named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above-named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises out from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (Please Print): _____

DATE: _____