

## SAINT ANTHONY CATHOLIC CHURCH RENTAL AGREEMENT

### GENERAL INFORMATION

Person Responsible for the Function: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Set up date & Time, if required: \_\_\_\_\_

Number of People: \_\_\_\_\_ Room(s) Required: Hall \_\_\_\_\_ Full Kitchen \_\_\_\_\_ Classroom(s) \_\_\_\_\_

**PROHIBITED USE** – The use of Parish facilities is not open to the general public and is strictly limited to those groups, organizations, and events that do not advance viewpoints, principles, or objectives contrary to the Catholic faith. To this end, use of Parish facilities must, at all times, be consistent with, and in fidelity to, Catholic religious and moral teachings and beliefs, and must respect the religious and liturgical character and nature of such facilities. Any use of Parish facilities by an organization, group, or individual, who, by word or conduct, or by event or activity, promotes views, values, or beliefs contrary to Catholic religious and moral belief and teachings is likewise prohibited. The use of the Parish church, if applicable, must, at all times, be consistent with their sacred liturgical and ecclesial character according to the canons and ecclesial norms applicable to such facilities. **The Parish Pastor and the Bishop of Great Falls/Billings shall serve as the final arbiters as to whether a particular use of Parish facilities is a prohibited use under the terms of this agreement.**

The Parish reserves the right to refuse service/rental of facilities for any reason.

**RELIGIOUS NATURE OF PARISH FACILITIES** – The religious character and nature of the Parish property must, at all times, be respected. Religious symbols and images shall not be removed, altered, or deliberately obscured and must be treated with appropriate reverence and respect. All persons entering onto the premises should be admonished to respect the religious nature of the facility.

No advertising, promotion, or tickets issued by the Renter shall state or imply that the program or meeting is sponsored by Saint Anthony Catholic Church unless prior approval has been obtained.

Please see attached Rental Fee Schedule. In addition to the fees assessed per the Rental Fee Schedule, liability insurance, and refundable facility use deposits are required as follows:

- 1. Provide a certificate of insurance for \$1,000,000.00 naming The Roman Catholic Bishop of Great Falls/Billings, MT, and Saint Anthony Catholic Church, Laurel, MT, as insured.

**OR** Purchase Special Events Liability Coverage from the Diocese of Great Falls/Billings.

(This requires an Application for Special Events Coverage to be submitted with Parish Rental Agreement and **\$125.00 non-refundable fee** per event or **\$175 non-refundable fee** per overnight event.) **\*Please note that a separate check, made payable to: Diocese of Great Falls-Billings, is needed for this application.**

*If you will be applying for this coverage, let the secretary know immediately since this application must be received by the parish office **four weeks prior to the event.***

**THERE ARE NO EXCEPTIONS. THE DIOCESE REQUIRES THIS.**

Check #: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

**\*\*Please note that separate checks, made payable to: Saint Anthony Catholic church, are needed for each of the following: \*\***

- 2. Facility Use Deposit(s), as per Facility Fee Rental Chart, to be paid with application.  
Deposit(s) refundable only if the facility is left cleaned and organized after the function, facility passes inspection, and key is returned.

Check #: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

- 3. Fees per attached Facility Rental Fee Schedule. Check #: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

Total of fees included: \$ \_\_\_\_\_

PROCEDURES AND GUIDELINES FOR FACILITY USE

- ❖ Date(s) are not held in reserve until all deposits for facility use are received.
- ❖ Rental fee check is cashed upon receipt.
- ❖ Date and time reserved for set-up must be coordinated with the church administrative office. Key to the facility may be picked up at the parish office during regular office hours. In the event there is a funeral (which will be given precedence), you will be notified if this would affect your stated set-up time.
- ❖ Cancellation: Rental fee is non-refundable if cancellation occurs within 10 days of the event.
- ❖ NO alcoholic beverages allowed on the premises.
- ❖ Children must be supervised at all times. Stage area is off limits.
- ❖ If the large coffee maker is to be used, directions will be provided to the person handling it prior to the event.
- ❖ Replace any items that were moved for the function. All tables and chairs in Hall/Gym area need to be LIFTED INTO PLACE – NOT DRAGGED OR SCOOTED. Help protect our nice wood floors!
- ❖ All garbage cans are to be emptied, relined, and collected trash is to be placed **in (not beside)** outside dumpsters. General cleaning and pick-up include checking for and removing any litter in the parking lots.
- ❖ Checklists itemizing clean-up for areas used will be given with the key. These need to be turned in and approved before any deposit funds will be returned.
- ❖ If anything goes wrong (i.e., plumbing issues, anything leaking, etc.) emergency contact person posted in kitchen needs to be called at once.
- ❖ Upon completion of the function, please leave the facility as you have found it: floors clean, all lights turned off, and all exterior doors need to be locked and checked for security before leaving.
- ❖ Any damages or broken equipment must be reported at once and will be replaced at user's expense.

I agree to use the Saint Anthony Catholic Church facility on the dates/times listed and I agree to the fees and terms outlined above.

Signature \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_