

## ST. ANTHONY CATHOLIC CHURCH

501 4<sup>th</sup> Avenue, P.O. Box 80, Fowler, KS 67844

Phone: 620-646-5297

### PARISH CENTER RENTAL AGREEMENT

FACILITY RENTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ACTIVE PARISHIONER \_\_\_\_\_  
(registered for at least six months prior to the event)

NON-PARISHIONER \_\_\_\_\_

DATE OF FACILITY USAGE: \_\_\_\_\_

FACILITY SPACE REQUESTED:

Small Room/Kitchen (Event Capacity 115) \_\_\_\_\_ Full Facility (Event Capacity 400) \_\_\_\_\_

ESTIMATED NUMBER IN ATTENDANCE: \_\_\_\_\_

WILL ALCOHOL BE PRESENT AT THE EVENT? Yes \_\_\_\_\_ No \_\_\_\_\_

The St. Anthony Parish Center is part of the Church property and was built with the commitment, dedication and pride of the parish community. When using the facility, remember the basic principles of Respect and Responsibility. We, as a Catholic, Christian community, ask that you read and understand the Rental Policies established for your protection, as well as for ours, and sign and date this agreement.

#### **Reservations**

Reservations will be made through the St. Anthony Parish Center Facilitator:

Dee Dee Dewell

Mobile: 316-755-5633

[ddewell67@gmail.com](mailto:ddewell67@gmail.com)

Priority will be given to diocesan activities, parish activities and regularly scheduled parish meetings. The reservation procedure will be on a first come, first served basis. Reservation date will be confirmed when the security deposit is received. Any special requests should be submitted by letter or in person to the Pastor for further consideration. No rental fees are charged for diocesan or parish events.

#### **Security Deposit:**

A security deposit in the amount of one half of the reserved space rental fee must be paid by check at the time of reservation. The remainder of the rental fee is due in full at the time of key/key code being issued to the Renter by the Facilitator. Changes or cancellations must be made within fourteen (14) days prior to the event in order to receive a security deposit refund. (Refer to Rental Fees/Damage Deposit section below.)

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**Damage Deposit:**

A damage deposit equal to the amount of the reserved space rental fee must be paid by separate check at the time of key/key code being issued from the Facilitator. The damage deposit check will be held until the Renter and Facilitator perform a joint walk-through inspection to ensure all contract terms have been met and items on the cleaning/reset checklist have been adequately completed. (Refer to Rental Fees/Damage Deposit section below.)

**Rental Fees:**

All rental fees include use of the kitchen (no exceptions). Refer to security and damage deposit requirements above.

<b>Area Requested</b>	<b>Active Parishioner Rate</b>	<b>Non-Parishioner Rate</b>
Small Room & Kitchen (Event Capacity 115)	\$150	\$250
Full Facility (Event Capacity 400)	\$400	\$500

**Facility Access:**

Parish Center Facilitator (or their designee) will issue facility key/key code to Renter one day in advance of scheduled event. Key code will automatically be changed as soon as joint walk through/inspection of facility is complete and no later than 1:00 p.m. the day following the scheduled event. If extra days for set up/decorating and/or clean up are requested, an additional fee of \$50 per day will apply at the time of full payment and key code being issued.

**Renter Responsibility:**

1. Renter must be present at all times in the facility for the duration of the scheduled event.
2. Groups must designate a registered parishioner as “responsible person” to be present for the duration of their event. This person’s name and contact information must be included with the reservation information. It is the responsibility of this person to see that individuals not included in the invited group are not admitted to the facility. For this reason, no exterior doors should be propped open and unattended.
3. Renter must contact Parish Center Facilitator (or their designee) no later than 1:00 p.m. the day following the scheduled event to complete joint walk-through inspection to ensure all contract terms have been met and items on the cleaning/reset checklist have been adequately completed. Key code will be reset at the conclusion of the walk-through inspection or no later than 1:00 p.m. the day following the scheduled event. Upon successful completion of inspection, damage deposit check will be returned to Renter.

**Event End Time:**

All scheduled events are not to exceed 1:00 a.m. Dance music must end by 12:00 midnight. Low volume social/background music is acceptable during the course of scheduled event.

**Decorations:**

Decorations for tabletops are permitted, however, no rice, wheat, birdseed, confetti, glitter or flower petals may be used. No decorations may be hung from doors, interior/exterior walls or ceilings, including posters, signs and pictures. No candles may be used. No straw bales may be used. No tape, glue, putty, nails, tacks, push pins, staples or other fasteners are to be used on doors, tables, walls or wood. No smoke or bubble machines are permitted. If proper care is taken to prevent damage and/or injury, the following items may be used: glass stones & beads, makeshift posts and backdrops. No sitting on tables. If tables need to be moved, they must be lifted by two people. Remove all paper/plastic (plates, table service, table coverings, etc.) and place in dumpsters along with all other trash.

**Alcohol:**

Alcohol is permitted within the parish center, but is strictly prohibited outside the parish center and on parish grounds. **No alcohol is to be stored or left overnight in the facility. Renter assumes responsibility and legal liability for observing and enforcing the liquor laws of the State of Kansas.**

**THERE IS NO SMOKING, VAPING OR TOBACCO USE ALLOWED INSIDE THE PARISH CENTER BUILDING. THIS POLICY IS STRICTLY ENFORCED.**

**Parish Center Equipment & Kitchen:**

1. No parish property may be taken outside of the building.
2. Use of the parish center tables and chairs is included in the rental fee. Please contact the Parish Center Facilitator if additional tables and chairs are needed and they will provide options to contact.
3. Use of the parish center kitchen, appliances, equipment, serving trays and utensils is included in the rental fee. Renter must provide all paper goods related to event. Parish center dishes, glasses and flatware are reserved for parish related events only.
4. Toilet paper and paper towels are provided and included in the rental fee.

**Tear-Down & Clean-Up:**

1. All personal property must be removed and the premises vacated no later than 1:00 a.m. on the date of rental.
2. All trash must be removed from the facility and placed in the trash receptacles at the alley.
3. All tables and chairs must be cleaned, taken down, folded up and placed in the storage room in the manner they were found.
4. All other clean-up items for kitchen, bathrooms, floors, exterior areas must be completed according to attached check list.
5. Cleaning supplies and equipment are provided in the facility. Leave all used kitchen linens in labeled tub for laundering by Parish staff.

**FACILITY USAGE/INDEMNITY****Condition / Damage:**

1. Renter will be responsible for any damages occurring during the use of the facility. Any damage, other than what is considered normal wear and tear, will be the responsibility of the Renter. Parish facilities and premises are required to be left in the same condition, at the end of the event. If inspection of the parish facility shows no damages or required repairs or heavy commercial cleaning, the damage deposit will be returned to Renter at the time of joint walk-through inspection.
2. In the event that any damages occur during the use of the parish facilities which require repair, replacement or heavy commercial cleaning, the Renter will be charged by the withholding of all or part of the original damage deposit. In addition, if these charges happen to exceed the original damage deposit, the additional amount will be presented to the Renter along with an itemized list of necessary repair costs within thirty days of the event. Reimbursement of these costs to the parish is to be made directly to St. Anthony Catholic Church at that time.

**Insurance:**

1. Renter of the parish facility must present a certificate of liability insurance of not less than one \$1,000,000 indicating coverage against liability for the specific event. This required insurance coverage is available through Catholic Mutual, insurer of Catholic Diocese of Dodge City. The Facility Usage/Indemnity Agreement form is attached hereto. The form must be filled out and mailed along with a check in the amount of \$95 to the Diocese of Dodge City (copy to Parish Center Facilitator).

Catholic Diocese of Dodge City  
P.O. Box 137  
Dodge City, KS 67801

The application is subject to approval by Catholic Mutual and must be sent at least 15 days in advance of the event.

2. The above named Renter agrees to defend, protect, indemnify and hold harmless the above named Parish against and from all claims arising from the negligence or fault of the above named Renter 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.
3. If Renter fails to comply with the above paragraph, the above named Renter 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 Renter or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the Parish, its employees or agents, or the negligence of any other individual or organization. This paragraph does not relieve Renter's responsibility to comply with the above paragraph.
4. 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.

**Failure to adhere to any/all of the above referenced terms may result in the loss of damage deposit.**

**Any changes to the above terms and rules/requirements are at the discretion of the Pastoral Council.**

#### **ACKNOWLEDGEMENT/EXECUTION OF RENTAL AGREEMENT**

I have read and clearly understand all above stated terms and rules/requirements for the use of St. Anthony Parish Center, Fowler, Kansas, Diocese of Dodge City, and will agree to abide by these terms and rules/requirements as well as oversee that all others involved with this event also abide by the same during the use of the facility for the above stated event.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilitator Signature

\_\_\_\_\_  
Date

Rental Fee Total: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Rental Fee Balance: \_\_\_\_\_

Damage Deposit: \_\_\_\_\_

**TEAR-DOWN & CLEAN-UP CHECK LIST**  
**(Use cleaning supplies provided by Parish Center)**

**KITCHEN**

	Wash, dry and put away dishes, pans, utensils		Coffee pots turned off, cleaned, dried and returned where found
	Range and ovens turned off and cleaned; microwaves cleaned		Large coffee percolators unplugged, cleaned and returned where found
	Refrigerators emptied of all personal/event items and cleaned inside and out		Sinks and faucets cleaned and wiped dry
	All counter tops cleaned and dry		Floor swept and mopped
	Used kitchen linens placed in labeled tub on counter		

**SMALL EVENT ROOM**

	All tables and chairs wiped down and return to original setting
	Floor swept thoroughly and mopped if needed
	Trash removed, taken to dumpster at alley and new liners put in trash cans
	All multi-media equipment shut down according to instructions provided
	All lights and fans turned off throughout building

**LARGE EVENT ROOM**

	All tables and chairs wiped down, folded and put in storage room. Any additional tables and chairs used from outside parish center removed within 24 hours following date of event
	Floor swept thoroughly and mopped if needed
	Trash removed, taken to dumpster at alley and new liners put in trash cans
	All multi-media equipment shut down according to instructions provided
	All lights and fans turned off throughout building

**RESTROOMS**

	Toilets flushed and seats/bases sanitized
	Faucets off, sinks, counters and mirrors cleaned
	Trash removed, taken to dumpster at alley and new liners put in cans if needed
	Floors swept thoroughly and mopped if needed
	Lights turned off

**BUILDING AND GROUNDS**

	All decorations, paper/plastic items removed, placed in dumpsters with trash
	All paper and debris removed from parish grounds (including cigarette butts)
	All lights and fans turned off
	Return thermostats to original settings (80 in summer, 66 in winter)
	Check for vandalism or damage to any areas of the building before leaving and report it in writing to Parish Center Facilitator
	All exterior doors locked