

EXHIBIT A

HOLY CROSS PARISH - ST. MICHAEL PARISH CENTER RENTAL AGREEMENT RULES AND REGULATIONS

The Holy Cross Parish Pastoral Council has approved and adopted the following rules regarding use of the Holy Cross Parish St. Michael Parish Center. All parties using the facility must abide by the rules and conditions set out in this document, and a copy will be provided to parties when they reserve space in the facility. Listed below are the current effective rules for scheduling and usage, but said rules are not necessarily all-inclusive, and may be amended from time to time as set forth in Paragraph 15.

1. RESERVATIONS

All reservations for any or all of the rooms within the Parish Center shall be made with the Parish Center Coordinator during normal business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. When a telephone, mail, email, or in-person request is made for a reservation, space will be conditionally reserved on the Parish Center Calendar on a first-come, first-served basis. At the time the reservation is entered on the Calendar, the Holy Cross Parish - St. Michael Parish Center Rental Agreement (Rental Agreement) must be signed and an initial down payment made in order to hold the reservation. Anyone making a request by telephone, mail, or email will be given three (3) business days from the date of the conditional reservation to come to the Parish Office to sign the Rental Agreement and make the down payment. **IF ANY RENTAL AGREEMENT IS NOT SIGNED AND RECEIVED IN THE OFFICE, AND THE DOWN PAYMENT IS NOT TIMELY MADE, THE CONDITIONAL RESERVATION SHALL BE AUTOMATICALLY CANCELLED WITHOUT NOTICE.**

2. DAMAGE DEPOSITS

Damage deposits are required for all functions not sponsored by the parish, and damage deposit checks should be made payable to Holy Cross Parish. Renters will be responsible for any repairs needed due to damage to the Parish Center or parish grounds beyond that considered ordinary wear and tear, and **Renters must leave the facility in the condition in which it was found.** Deposited funds not required for repair expenses or clean-up costs will be refunded to the Renter within fourteen (14) business days of the event.

Renters shall leave the Parish Center premises in a neat and presentable condition at the conclusion of the event. Specifically, Renters are responsible to see that:

- ▶ Trash is gathered, bagged, and placed in the refuse receptacles outside the Parish Center, on the north side of the building;
- ▶ Tables and chairs are returned to their original positions and cleaned; and
- ▶ Carpets and floors are clear of all debris and spot mopped.

Renters are responsible for immediately removing all items brought in for the event. If this is not possible, Renters must make prior arrangements with the Parish Center Coordinator. Failure to remove items may result in reduction of the damage deposit refund.

3. SMOKING/DRUGS/HARD LIQUOR

Smoking is not allowed in the Parish Center. Illegal substances are not allowed on Holy Cross Parish premises. No hard liquor will be permitted at any time on any part of church property.

4. ALCOHOLIC BEVERAGES

- Only wine and beer, provided by Renter, may be served in the Parish Center.
- These beverages cannot be sold, and may not be served to anyone not of legal age.
- No hard liquor is permitted.
- No drinks may be taken outside.
- No alcohol may be brought onto church premises by Renter's agents or Renter's guests.

It is the Renter's responsibility to make certain that all activities relating to the serving of wine and beer are in compliance with the law.

5. PAYMENT POLICY

Fifty percent (50%) of the Rental Agreement fee is due when the Agreement is signed. The remainder of the rental fee and the damage deposit are due no later than thirty (30) days preceding the scheduled event. The rental fee and damage deposit check is to be made payable to Holy Cross Parish.

6. CHARGES FOR USE

The Parish Center will be available to parishioners for events of a personal nature.

- A "parishioner" for this purpose is defined as an individual who is currently registered as a parishioner at Holy Cross Parish. A "parishioner" also includes the entities specifically identified in the Holy Cross Parish Center Usage Policy that have exceeded their allotment of free days.
- An event of a "personal nature" is a function that is primarily social, such as a wedding, anniversary, birthday, family dinner, Baptism, etc. Examples of prohibited non-personal events would include political meetings, non-parish club meetings, or "commercial" gatherings.

There will be no charge to parish groups for use of the Parish Center for parish-sponsored activities such as RCIA, Grief & Growth, Fellowship Circle, etc. However, use of the Parish Center by any of these groups must be arranged through the Parish Center Coordinator.

As stated in the Parish Center Usage Policy, certain entities are granted a limited number of free days of usage per fiscal year, July 1 through June 30. If they exceed the number of free days allowed, the Parish Center will be available to them at the normal fee rate.

7. CANCELLATIONS

All cancellations must be made through the Parish Center Coordinator. Cancellations may be made by telephone, but to be eligible for any refund, the cancellation request must be confirmed by email or in writing. **THERE IS NO REFUND FOR RENTAL DEPOSITS ON CANCELLED MEETING ROOM EVENTS.** Rental deposits for other events cancelled six (6) months or more prior to the event will be refunded less ten percent (10%). For events cancelled between six (6) months and one (1) month prior to the scheduled event, the rental deposit will be refunded less twenty percent (20%).

8. ACCESS

Access to the Parish Center for any purpose related to an event is to be arranged through the Parish Center Coordinator. A key may be checked out from the Parish Office and must be returned to the office within 24 hours of the conclusion of the event. If an event occurs on a weekend, the key must be returned on Monday morning.

Renters and their guests may access the Parish Center only. No children under 12 years of age will be allowed in any part of the Parish Center or on parish grounds without adult supervision.

9. EVENT SUPPLIES

Holy Cross Parish provides tables, chairs, and garbage bags. Dish cloths are provided to clean tables and chairs. They are to be hung after use either over the sink or laundry baskets which are located on the floor.

Renters must furnish all food, beverages, decorations, napkins, and paper items. Dish towels and dish cloths are not provided.

10. DECORATIONS, POSTERS, WALL HANGINGS, BANNERS, ETC.

- Only free-standing items will be allowed in the Parish Center.
- No glue, tape, staples, tacks, pins, etc. may be used to anchor anything to any wall, window, door, or ceiling.
- Helium-filled balloons are allowed only if they are secured to a table centerpiece or other item appropriately weighted to keep them where they are placed and off the ceiling.
- All items must be removed from the Parish Center and grounds (including the driveway entrance) at the conclusion of the event.
- No rice, confetti, popcorn, birdseed, etc. may be used inside or outside the Holy Cross Parish premises, including the Parish Center.
- Anyone who wishes to hang notices or announcements on Parish Center bulletin boards must get prior approval from the Parish Center Coordinator or Pastoral Minister.

11. KITCHEN

The kitchen and kitchen equipment are available for use by the Renter only if so provided in the Rental Agreement. Caterers must furnish their own equipment unless use of the kitchen equipment is provided for in the Rental Agreement. Kitchen rules will be posted in the kitchen of the Parish Center, and Renters, their agents, guests, and caterers must follow them.

12. EQUIPMENT

No Parish Center equipment will be taken off-site on a loaned or rental basis.

13. APPROPRIATE FUNCTIONS ONLY

The Parish Center is to be used only for events which are consistent with the teaching and moral standards of the Roman Catholic Church in this community. The Parish Center Coordinator is required to ask for and obtain a full description of the activities planned by each Renter. If there is any question as to the appropriateness of any proposed event, the Parish Center Coordinator will refer the rental request to the Pastor of Holy Cross Parish. Holy Cross Parish reserves the right to deny rental of the Parish Center for any purpose that conflicts with the first sentence of this section, as determined solely by the Pastor, acting alone or with others he appoints.

14. ARBITRATION

An Arbitration Committee, consisting of the Pastor and members of the Pastoral Council, will settle disputes and disagreements arising from scheduling, damage to the property, proposed use of the Parish Center, and any other material questions not addressed in these Rules and Regulations, at a hearing which the Renter may attend and be heard. The decision of the Arbitration Committee shall be final and binding on the Renter. The Pastor and Parish Center Coordinator(s) will make day-to-day administrative decisions regarding the Parish Center.

15. AMENDMENT OF THESE RULES AND REGULATIONS

The purpose of these rules and regulations is to provide a flexible, common sense, yet equitable and businesslike, guide for the sound, consistent operation of the Parish Center.

The Holy Cross Parish Pastoral Council may make additions, modifications or exceptions to these rules at any time, without notice. The Pastor, singly or jointly with the Parish Center Coordinator or any others the Pastor appoints for this purpose, may do the same.

Additions, modifications, or exceptions made outside of a convened Pastoral Council meeting will require ratification of the Council at its next regularly scheduled meeting.

ADOPTED BY THE ST. MICHAEL CHURCH PASTORAL COUNCIL ON SEPTEMBER 20, 2016

CHECK LIST FOR CLEAN UP

Cleaning cabinet with supplies (garbage bags, brooms, and spot mops) are located to the left of the three door cooler.

Dish rags are located near the wall in the middle of the kitchen.

- ✓ **Garbage and trash are gathered, bagged and placed in the Waste Management containers located outside the back kitchen door of the parish center. Please do not overfill. You should be able to close the lid.**
- ✓ **Tables and chairs are to be wiped off and returned to their original positions.**
- ✓ **Floors are to be swept and spot mopped of all debris.**
- ✓ **Sinks and counter tops are to be wiped clean.**

If the above is not performed a portion of your deposit will be forfeited.