

# St. Vincent de Paul Catholic Church

9500 Neenah Avenue

Austin, Texas 78717

**512-255-1389**

## PARISH ACTIVITY CENTER

### PAC

## USEAGE AGREEMENT

We are a faith community and as such our mission is to reach out to members of our community. We are primarily a worshipping community and our facilities are designed to minister to the needs of the parish members. The use of our facilities should always be consistent with the expectations of the church community and the broader focus of the Catholic Church.

### Reservations

Reservations may be made by contacting the Parish Business Administrator (PBA) at (512) 255-1389 ext 221 during normal office hours on an availability basis. The use of the parish facilities includes the use of tables and chairs and if the kitchen is rented, it includes the use of the kitchen appliances. The use of the kitchen does not include the utensils, dishes, trash bags or any paper products.

Reservations will be final after approval from the PBA, completion of the application form and receipt of the deposit fee.

Prior to the event a parish representative will conduct a walk through of the building noting the location of supplies for the restrooms, cleaning supplies, dumpster location, safety equipment, thermostats, light switches and emergency phone list.

### Set up/Tear down

Each user of the facility is responsible for their own setup and tear down. There is to be **no** sliding of chairs or tables over the floor. Anything that is broken must be reported to the PBA as soon as possible. The facility is to be returned to the original setup after use unless prior approval has been granted to do otherwise. Always leave the facility in better condition than when you arrived.

### Smoking/Tobacco

The facilities at St. Vincent de Paul are completely free from smoking and tobacco. As such, smoking or the use of tobacco is prohibited in all facilities or within 20 feet of the entrances.

### Alcohol

We wish to discourage the use of alcoholic drinks in our facilities. However, we recognize that there are occasions when some alcoholic beverages are desired. We expect people to act responsible when consuming alcohol and consumption must be in moderation. Any function involving the use of alcoholic beverages requires the use of properly trained security personnel.

### Rental Fees

	<u>Hourly Fee</u>	<u>Deposit</u>
Dining Room w/kitchen	\$75	\$150
Main PAC Room	\$150	\$300
Complete Facility	\$225	\$450
Portable #1	\$65	\$130
Portable #2	\$65	\$130

Fees include the use of the facility for the time requested and one (1) hour for setup. ***Any additional setup time will be charged at the hourly rate.***

***Reservations will not be accepted without payment of the deposit fee.***

***Balance is required one month prior to event date.***

**Information**

Date of Event: \_\_\_\_\_

Name of User: \_\_\_\_\_

Group/Organization Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

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

**Hours of Event:**

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Prior Set Up Time Needed: \_\_\_\_\_

Expected Time For Clean Up: \_\_\_\_\_

**Facility Requested:**

\_\_Parish Activity Center

\_\_Kitchen

\_\_Dining Room

\_\_PAC Lobby

\_\_Portable 1

\_\_Portable 2

**Description of Event:** \_\_\_\_\_

**Expected Number Attending Event:** \_\_\_\_\_

# of Adults over age of 18 \_\_\_\_\_

# of Children/Teens under age of 18 \_\_\_\_\_

**Check all that apply:**

Meal/Reception

Fundraiser

Social Gathering/Party

Lecture

Dance

Live Band

DJ

*Please note that SVDP does not provide, rent out or have available a sound system. If desired, group should bring in their own portable equipment.*

**QTY. of Furnishings Requested:**

60” Round Tables \_\_\_\_\_

6 ‘Rectangular Tables \_\_\_\_\_

Cushioned Chairs \_\_\_\_\_

Folding Chairs \_\_\_\_\_

**Alcohol Beverages will be served:**

No \_\_\_\_\_

Yes \_\_\_\_\_ (Security Required)

**If yes, Name/Phone of Security Officers:**

\_\_\_\_\_

## Terms and Conditions

**Violation of any of the terms and conditions detailed below, may in the sole discretion of the Pastor of St. Vincent de Paul, result in the loss of total deposit and future use of the facilities.**

1. Users shall not permit any unlawful business or activity on the Church premises/grounds and no use shall be made thereof which shall be unlawful, noisy, offensive, or contrary to the laws of the State of Texas or the City of Austin.
2. User assumes financial responsibility for: (a) repairing any damages to the facilities of St. Vincent de Paul caused by guests of the user before, during, or after the event, (b) replacing damaged furniture and/or equipment resulting from guests' actions and (c) replacing any items taken by event guests/caterers/etc. from the church facilities.
3. User accepts the facility in its present condition. User further agrees he/she is renting the facility in its "AS IS" condition and agrees that the facility is suitable for user's needs.
4. User shall have competent adult supervision at all times during the rental period.
5. User agrees that this agreement is not assignable to any other person or entity without written permission of the Pastor of the Church.
6. NO SMOKING is allowed in any SVDP facilities or outside of doors.
7. Rental Fees are published on a separate schedule. User agrees to clean facilities prior to departure and will forfeit the deposit fee if the facilities are not cleaned; and additional fees may be incurred. The facility will be inspected by the PBA or other Representative of St. Vincent de Paul Catholic Church after the event and upon a successful inspection the deposit fee will be returned within 10 – 15 business days.
8. St. Vincent de Paul Church is not responsible for any items left in the facility before, during or after the event.
9. Security personnel are required for each event where alcohol is consumed. **User is responsible for providing security personnel.**
10. St. Vincent de Paul Catholic Church has the right to terminate this agreement without notice if the User has misrepresented any information or the User fails to adhere to the terms and conditions. The church may terminate this agreement for any reason by providing User at least 30 days written notice prior to the date of the event.
11. User may terminate this agreement by providing written notice to the Church at least 60 days prior to the date of the event. If notice is provided 30 or less days prior to the date of the event 50% of the deposit fee will be forfeited. If notice is provided 15 or less days prior to the date of the event the 100% of the deposit fee will be forfeited.
12. This agreement is the entire agreement of the parties, and there are no oral representation, warranties or promises pertaining to this agreement not incorporated in writing in this agreement.
13. Special provisions (if any):  

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14. Indemnity. User shall indemnify and hold St. Vincent de Paul Church harmless and its officers and agents, from all claims, suits, whether groundless or not, or on account of any damage to property or injury (including death) to which may occur or be alleged to occur in connection with the performance of this agreement. User assumes all risk of damage or injury to User's property or from any cause whatsoever.

