

**St. John Fisher Parish**  
**FACILITIES RENTAL AGREEMENT**

**GENERAL CONDITIONS GOVERNING THE USE OF CHURCH FACILITIES.**

1. All areas of the church, hall and rooms are NO SMOKING AREAS.
2. The facilities are to be used with respect and care.
3. All municipal and civic laws and regulations are to be respected.
4. No materials are to be taped to the walls or pillars or partition. Sticky tack may be used on the walls or pins on the partition.
5. Fire regulations stipulate that 291 is the maximum number of persons permitted in the hall at any one time and that all doors must be unlocked during any function.
6. Liquor may not be served or sold without a license from the Régie des Alcools, obtained by the lessee. A copy of the license is to be submitted to the Rectory Office before the event.
7. Use of the kitchen does not include use of the utensils or dishes.
8. At the end of each event, the lessee is responsible for closing and locking all windows and doors and for turning off all inside lights and appliances.
9. The key to the premises is to be picked up by the lessee at the appointed time and is to be returned to the Rectory Office as soon as possible following the function. If the key is not returned at the appointed time or within 2 weeks, the damage deposit will not be refunded.
10. Tables and chairs are not to be dragged across the floor.
11. Saturday; set-up and activities must end before 4:30 p.m. or start after 6:30 p.m.
12. The premises are to be vacated by 1:00 a.m. Sufficient time is to be allowed for cleaning up after the function in order to comply with the 1:00 a.m. lock-up unless payment has been made for cleaning services to be provided. Clean up includes:
  - 12.1 Removal of notices, decorations, etc.
  - 12.2 Folding / stacking of tables and chairs and returned to the appropriate location.
  - 12.3 Garbage is to be collected in bags and brought to the garbage bins located beside the rectory garage. Liquid fats or oils are to be placed in non-breakable seal tight containers and placed carefully in the garbage.
  - 12.4 Recycling (paper, glass, plastic & metal) is to be collected and placed in the blue bins located beside the rectory garage.
  - 12.5 Floors in the stairwells, hall, kitchen and washrooms are to be left clean. Spills are to be mopped up. A mop, a pail, and brooms are located at the kitchen entrance.
  - 12.6 When the kitchen is used, the sink, counters, and appliances are to be wiped and left clean, the floor damp mopped and anything used is to be washed.
13. A **damage/cleaning deposit** is required for each rental. This deposit is refundable as long as the general conditions have been adhered to and the premises are left in the same condition as they were before the function and have not sustained any damages. The condition of the premises after the function will be verified.
  - 13.1 For repeat rentals, if there is a need to use the damage/cleaning deposit, it will need to be replaced before they can continue to use the facilities.
14. The lessee shall hold the Church harmless for any **loss or damage** to any articles brought onto the premises by the lessee, guests or any other person using the premises under this agreement. This includes any loss incurred to vehicles, or their contents, while parked in the church parking area. The church shall also remain harmless for any **injury** sustained by anyone participating in the function for which the premises have been rented.

# St. John Fisher Parish

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## FACILITIES RENTAL AGREEMENT 2020

Agreement between St. John Fisher Parish and \_\_\_\_\_

Name of Representative \_\_\_\_\_ Name of Organization \_\_\_\_\_  
Phone # \_\_\_\_\_

Description of Event \_\_\_\_\_

Expected number of guests \_\_\_\_\_

Date of Event \_\_\_\_\_ Times \_\_\_\_\_ - \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Set-up Date \_\_\_\_\_ Set-up Times \_\_\_\_\_

Facility Requested  Hall  Beverley Room  Other \_\_\_\_\_

### FEES

_____ \$250 _____ Damage/Cleaning Deposit	_____ Amount Paid _____	_____ Date Paid _____
_____ Facility _____	_____ Amount Paid _____	_____ Date Paid _____
_____ Set up fee _____	_____ Amount Paid _____	_____ Date Paid _____
_____ Cleaning Service _____	_____ Amount Paid _____	_____ Date Paid _____

Proof of Insurance \_\_\_\_\_

**If payment of all fees and proof of insurance as per this agreement is not received at least fourteen days prior to the event, availability of the hall can not be guaranteed.**

**If details or plan for set up are not provided at least one week in advance, we can not guarantee set up.**

Liquor will be served or sold  No  Yes Copy of license \_\_\_\_\_  
Date Submitted \_\_\_\_\_

Key picked up by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Returned to \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**The lessee is responsible for verifying the condition of the facilities before the event and for notifying a parish representative immediately if there are any problems.**

Facilities checked after the event by \_\_\_\_\_ Parish Representative \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

All the conditions and fees contained in this agreement are understood and accepted. This agreement is therefore signed,

\_\_\_\_\_ Organization Representative \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Parish Representative \_\_\_\_\_ Date \_\_\_\_\_