

# Immaculate Conception Church

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Fr. Terry Devine  
Pastor

P O Box 219 Hawesville, KY 42348

Denise Long

Coordinator of Religious Education

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Secretary

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Here are the hall rental forms for Immaculate Conception Parish Hall.

Hall rental should be completed at least three weeks before your scheduled event.

You can pick up the building key the day before the event and have access to put up any decorations and arrangements for a few hours the day before the event.

Please read the *Rental Agreement* to know what we will allow to be done in the hall.

Also included is our *Checklist for Opening and Closing*. There is a lot of information about the set up of the hall and locations of lights and switches. Please read it carefully as it will help you to return the hall to its original configuration.

I hope all goes well for you and if you should need to cancel for any reason, please give us a call.

Sincerely,

Becky Monetathchi  
Parish Secretary

# IMMACULATE CONCEPTION PARISH HALL

## Rental Agreement (Seating capacity 294)

**RESERVING HALL:** Please call the parish office (Monday-Friday, 9AM-3PM) to reserve the hall.  
Parish activities will take priority over all other events.

**FEES:**

(no exceptions)

**Parishioner's personal event:** \$200.00

**Non-Parishioner's event:** \$450.00

**Benefit event:** \$200.00  
(catastrophic event or medical needs)

**PAYMENT:** Fees must be paid-in-full (3)three weeks prior to the event. A \$50 key deposit is required.

**ALCOHOLIC BEVERAGES:** The party using or renting the hall is liable for the consumption of alcohol by all guests. Any and all alcohol must be removed from the premises at the end of rental hours. Immaculate Conception Church **is not liable** for any accidents/injuries on or off the premises.

**CLEAN UP:** Make sure the oven and all burners are off; lights off; heating/AC are turned up or down; and all doors are locked. Leave facilities tidy. All food, beverages, decorations and trash must be removed from hall.

All tables and chairs are to be put back the way you found them. All trash removed is to be placed in trash dumpster behind the Parish Center. Hall staff will do the remainder of cleaning.

**REMINDERS:** NO tape/tacks, etc. are to be used on the ceiling tiles or walls.

NO confetti/rice/birdseed/helium balloons are allowed in building.

NO Smoking is permitted in the building.

You must furnish your own supplies, including but not limited to all paper goods and supplies: coffee, tea, napkins, plates, etc

Please report any damage and return hall key to church secretary.

An additional \$50 will be charged if all event items are not out of the hall by 10am the next day.

**I have read the above guidelines and agree to abide by them.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Payment in Full    Date of Event \_\_\_\_\_    Key Deposit Received \_\_\_\_\_

# Immaculate Conception Parish Hall

## Check List for Opening and Closing

Any Questions please call Gayle Ogle at 927-6021

\* **Locking and unlocking doors**

- \* When you arrive at the hall you can unlock all doors from the inside using the “allen” wrench. This wrench is found in the fire extinguisher box. To use the wrench hold in the crash bar on the door and tighten down at fitting. Re-lock all doors when leaving building and return the wrench to the proper place.

\* **Lighting**

- \* Lights for the main hall are located by the hall doors on the east side of the building (church side). Outside lights for evening events are by each door. Turn on outside lights for evening events.
- \* Recessed lights are found in the window alcove area, on each side of the building (round knob switches are located at kitchen end of the hall area in the center of the kitchen area). Spot lights are located in the center of the ceiling. Light switches for water cooler area are located at the restroom doors. Restroom lights are just inside each restroom.
- \* Check all lighting inside, outside and restroom lights when you leave to make sure all lights are turned off.

\* **Heating and Cooling**

- \* Heat and air controls are located on the kitchen wall in the hall area. There are (2) two units on the right and left. Use the directions that are found above each control box for proper settings.
- \* No matter the temperature outside, be a good steward and do not go above or below the settings. The room will adjust quickly.
- \* The switch for the ceiling fans is located in the center wall of the hall area.
- \* When leaving the building return controls to heat -50----cooling-85 and turn off ceiling fans.

\* **Kitchen**

- \* If stove or oven is used, make sure they are turned off. The vent and lighting for the stove is located above the stove.

\* **Clean-up**

- \* Brooms, dust mops and buckets and the utility sink are found in the utility closet in the kitchen area.

\* **Trash removal**

- \* All trash removed is to be placed in trash dumpster behind the Parish Center. No trash is to be left in the building.

\* **Restrooms**

- \* Please check restroom area. Empty all trash, flush toilets and turn out lights.
- \* Extra toilet paper and paper towel are found in the kitchen utility closet.

\* **Table and Chair set-up and take down**

- \* There is possible seating for 300. Extra tables and chairs are in the storage room. If all tables and chairs are not needed they may be stored in the storage room found on the courthouse side of the Parish Hall. If you take tables and chairs down please put them back up at the end of your event.

\* **Appliances**

- \* Refrigerator, freezer, coffee pots, stove, oven and cooking utensils: if you use please wash and return to their proper place.

\* **Key return**

- \* Return the Parish Hall key to the Immaculate Conception Church office during regular office hours: Monday – Friday 8:00 am to 3:00 pm.

**Diocese of Owensboro  
Liability Control  
Voluntary Release Form**

Assumption of Risk and Indemnity Agreement

Date \_\_\_\_\_

Parish: Immaculate Conception  
P O Box 219  
Hawesville, KY 42348

Description of Activity: \_\_\_\_\_

Each undersigned person requests and is granted permission to make use of the parish facility for the intended purpose described above.

In consideration of "permissive entry" to the facility, each of the undersigned, their person representatives, heirs and assigns, DO HEREBY:

RELEASE, DISCHARGE AND COVENANT NOT TO SUE the above named parish and the Diocese of Owensboro (hereafter known as the releasees) for any and all claims and liability arising out of strict liability or ordinary or gross negligence of releasees or any other use of the facility which causes the undersigned injury, death or property damage and further agrees to hold releasees harmless and indemnify releasees from any claim, judgment or expenses releasees may incur by the undersigned's participation in the described activity.

UNDERSTAND that participation in the described activity may involve danger and risk of injury. Such danger is understood and voluntarily assumed.

ACKNOWLEDGE that the undersigned are aware of equipment and safety regulations and will comply with each regulation ASSUMING ALL RISK for themselves and all liability to others for failure to do so. No oral representations or inducements have been made to obtain signatures on this agreement. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS. I UNDERSTAND I ASSUME ALL RISK INHERENT IN THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Diocese of Owensboro  
Liability Control

Rental Agreement

Name of renter/organization: \_\_\_\_\_

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

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

Rental Charge: \_\_\_\_\_

Event Date: \_\_\_\_\_ and Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

Type of refreshments: \_\_\_\_\_ Private caterer: \_\_\_\_\_

Alcoholic beverages served: \_\_\_\_\_ Bartender: \_\_\_\_\_

As renters of Immaculate Conception Church Parish Hall, we agree to protect, indemnify and hold harmless the Diocese of Owensboro and Immaculate Conception Church from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnity and hold harmless the Diocese of Owensboro from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date