

# ST. JAMES, MEAD PARISH HALL RENTAL FORM

## 1 USE GUIDELINES

- Rental fees are based upon Hall/Kitchen or Meeting Room/ Kitchen and by affiliation with the parish.
- A deposit of \$100 will be held until inspection is made upon completion of the event and will be returned by mail.
- St. James is a smoke-free facility. Alcohol use is by Parish Council permission only.
- All functions and cleanup must be completed by midnight.
- Parking is allowed only in designated areas.
- All furnishings must be returned to their original place. Please work with the Pastor ahead of time if there is a need for a head table, microphone, additional seating, or some other special arrangement.
- Wall hangings may not be added or taken down.
- Children must be supervised so that they are not playing in the restrooms, lobby area or church. Please remember that in particular our church is a sacred space and we ask that it be used as a place only of prayer.
- No sitting on tables. Confetti or glitter cannot be used for decorating.

Everything is to be returned to their original condition and the following checklist must be completed before the deposit will be returned:

- All tables cleaned. Clean all crumbs and wipe up all spills off chairs.
- Clean up all spills on the kitchen floor and all carpet.
- All restroom toilets flushed and restrooms picked up.
- Remove all trash from the hall and kitchen and replace liners in the garbage cans.
- Empty, wash, and put away all coffee pots, dishes, silverware, cups, pots and pans, etc.
- Remove all foods left over from the refrigerator.
- Vacuum and sweep the entire hall and kitchen.
- Fire regulations require the following:
  - Doors may not be blocked with tables or chairs.
  - Nothing fastened to the ceilings or walls.
  - Interior/exterior doors may not be propped open.

## 2 FEES

### Meeting Room

- If you are a registered parishioner or for parish activity ..... \$50
- If you are a non-parishioner..... \$75

### Parish Hall

- If you are a registered parishioner or for parish activity ..... \$50
- If you are a non-parishioner and have 50 People or less and/or event is under 3 hours .....\$100
- If you are a non-parishioner and have 50 people or more and/or event is over 3 hours.....\$200
- Required Refundable Security Deposit (please provide in a separate check) ..... \$100**

## 3 RENTAL AGREEMENT

Date Submitted \_\_\_\_\_ Date Requested \_\_\_\_\_

Family/Organization \_\_\_\_\_

Responsible Party \_\_\_\_\_

Phone Number \_\_\_\_\_

I fully understand and agree to abide by the terms set herein and accept responsibility for any damage done to property and/or equipment and furnishings.

Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

*Date approved once signed by Pastor. Please make checks payable to St. James Mead.*