

St. Mary Catholic Community
4805 Sportsman Drive
P.O. Box 70
De Pere, WI 54115-0070

RESPONSIBILITY AGREEMENT FOR USE OF ST. MARY FACILITY

I hereby acknowledge that I, _____ have read and received a copy of the GUIDELINES FOR USE OF ST. MARY CATHOLIC COMMUNITY FACILITIES. I fully understand the attached guidelines and hereby agree to make such guidelines and the obligations thereof a part of this agreement and for value received, I agree to take full responsibility for the key (if issued), and for any damage that may occur to St. Mary Catholic Community property. I also assure the parish that there will be prompt, and full financial reimbursement for any damage that occurs while the facility is in my care. I also understand that the parish may seek legal recourse if I am in violation of this agreement.

Name	Day/Date of Facility Use (Subject to availability*)
Signature: _____	Time of Facility Use _____
Address:	Reason for Rental
Phone:	Area of Facility to be rented

Signature of St. Mary Catholic Community Representative

Date of Signature _____

Rental Fee _____
Security Deposit _____ – separate check, please

***You will receive a phone call or letter to inform you of the availability of the requested facility.**

Date Contract and Checks received in the office _____
Date Security check returned _____

GUIDELINES FOR USE OF ST. MARY CATHOLIC COMMUNITY FACILITIES

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1. A deposit will be required for all groups:

	<u>Parishioners</u>	<u>Non-Parishioners</u>
Key, Security & Cleaning Deposit	\$50	\$80

If a key is issued, it is to be returned the first business day following the rental event. Normal parish office hours are 8:30a.m. - 3:30p.m. Monday through Thursday. If the rented area is found to be in good order following the rental event, the Security & Cleaning Deposit will be refunded. (The deposit fee should be issued as a separate check for timely return.)

2. A representative of the organization or individual will make arrangements with the Parish Office for rental of the St. Mary Catholic Community facility. The date, time, and areas of the facility to be rented will be established, a Responsibility Agreement signed, and Deposits paid prior to the rental event.

3. A Rental Fee will be determined and paid *in advance* of the rental event.

<u>Social Hall</u>	<u>Parishioners</u>	<u>Non-parishioners</u>
Groups up to 50 people	\$40 per hour	\$55 per hour
Groups up to 100 people	\$55 per hour	\$65 per hour
Groups from 100-300 people	\$65 per hour	\$80 per hour
<u>Small Social Hall</u> (less than 25 people)	\$15 per hour	\$25 per hour

4. The facility will not be available for rent if there is a conflict with any parish or Notre Dame School function. In accordance with this policy, St. Mary Catholic Community reserves the right to cancel, without liability, in the event of a conflict with a Notre Dame School or parish function.

5. Use of the facility is not to exceed 12:00 midnight.

6. Kitchen privileges are limited to use of the coffee pots only. Catered meals are permitted.

7. The organization or individuals renting the facility are completely responsible for the clean up, on the same day/evening of the rental function. Failure to adequately clean up will result in forfeiture of the Security Deposit.

8. The organization or individual renting the facility will be held responsible for any and all damaged or stolen St. Mary Catholic Community property, and will agree to reimburse St. Mary for the same. In no manner shall St. Mary Catholic Community be considered a sponsor of any event, and accordingly, the user of the facility will be solely responsible for lost, stolen, or damaged property of participants and shall hold St. Mary harmless for injury or claims for injury by participants except those caused by the unwillful conduct or negligence of an employee of St. Mary when acting in such a capacity.

9. The representative of the organization or individual renting the facility will take responsibility to insure that everyone has left the building after the conclusion of the rental event, and, if a key has been issued, that all doors of entry are securely locked.