

# Sacred Heart Church

187 Hopedale St, Hopedale, MA 01747  
 Tel: (508) 473-1900 Fax: (508) 473-1745  
 E-Mail: parishoffice@shchopedale.org  
 Web Site: www.shchopedale.org

## FACILITY RENTAL AGREEMENT

NOT TRANSFERABLE

<b>Name</b>					
<b>Organization (If any)</b>					
<b>Address</b>					
<b>Date of Rental</b>					
<b>Time of Event</b>	<b>Start</b>		<b>End</b>		
<b>Purpose of the Event</b>					
<b>Estimated Attendance</b>					
<b>Will food be served?</b>	Yes	No	<b>Kitchen needed?</b>	Yes	No

For office use only:

### PAYMENTS (Please make checks payable to Sacred Heart Church)

	<b>Payment Method</b>	<b>Payment Date</b>	<b>Amount Received</b>	<b>Comments</b>
Total Charges	<input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Check</b>			
Deposit <i>(50 % of Total Charges with application)</i>	<input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Check</b>			
Balance <i>(One week before the event)</i>	<input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Check</b>			
<b>Total Payment</b>	<input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Check</b>			

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## Facility Rental Charges

- a. Parishioner \_\_\_\_\_
- b. Non-parishioner \_\_\_\_\_
- c. Refundable \$50 security deposit will be required on all rentals.

### THE RENTAL INCLUDES:

- 1) Main hall for parties up to 125 people. (classrooms are excluded)
- 2) Main hall and conference room area for parties up to 150 people. (classrooms are excluded)
- 3) Tables and chairs are available for your use. Sacred Heart has six 8 ft rectangular tables and twenty 60 inch round tables. The 60 inch round tables will seat 8 people.
- 4) Table linens, dishes, glasses, silverware, coffee urns and centerpieces are not provided.

## Rules and Regulations for Use of Sacred Heart Fr. Reilly Center

### 1. LESSEE WILL ENSURE THE FOLLOWING:

- a. **NO SMOKING of any kind, NO ILLEGAL DRUGS or WEAPONS are permitted on the parish premises or its grounds, including Parking Lots.**
- b. **BY LAW, NO ONE UNDER 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES.** The party renting the facility shall ensure that no underage drinking is allowed. Sacred Heart parish assumes no responsibility or liability for underage drinkers. Sacred Heart requests that a server be responsible for all alcohol. No alcohol shall be sold.
- c. Floor plans must be returned at least 2 weeks prior to the event and the space will be set up accordingly. Sacred Heart reserves the right to adjust floor plans, as needed, to allow for traffic flow and adequate seating.
- d. Hall, kitchen, corridors, bathrooms and outside areas must remain clean.
- e. Decorations should not damage the walls, ceilings or doors while fixing them or removing them. No decorations are allowed that leave any kind of residue, which include confetti, silly string, or other items, either inside or outside our facility.
- f. **Helium balloons are not allowed** as they damage the ceiling fans.
- g. Candles are allowed in glass hurricane chimneys or floating candles

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- h. If kitchen is used, all items should be washed and returned to their proper place. If the dishwasher is used, the screen must be cleaned out, and dishwasher drained. If ovens and stovetops are used, exhaust fan should be used. All appliances and lights must be shut off after use.
- i. Do NOT adjust thermostat. It has been preset.
- j. After the function is over, any materials brought into the facility, including decoration materials should be removed completely, and all furniture should be put back properly. (All spills, spilled food, spilled water etc., should be cleaned). Any leftover food should be wrapped and frozen if not taken home. Frozen food will be sent to the Mustard Seed. Limited cleaning material and equipment are available. Failure to follow above will mean that parish will have to arrange for the cleaning and any resulting charges will be deducted from the refundable security deposit.
- k. All lights, including restrooms, must be shut off before you leave. All doors must be locked.
- l. In general, the facility needs to be put back into the condition it was in prior to rental – a checklist is attached to ensure that this is done prior to end of the rental.

## 2. RENTING PERIOD

- a. The renting period is that period listed on the first page of the rental agreement. A half an hour prior to the event/program and a half an hour after, will be allowed for setting up and clean up work. The parish expects the lessee to make all arrangements during that period.

## 3. BOOKING & CANCELLATION:

- a. A \$50 refundable security deposit is to be paid at the time of booking the facility.
- b. Full charge including refundable security deposit must be paid to the parish at least four weeks prior to the event. If the prepayment is not done at the time of booking, the booking will be automatically cancelled.
- c. If the booking is cancelled within 2 weeks of the event, the security deposit paid, less \$25.00, will be refunded.
- d. After the event, the hall will be inspected by a member of the parish staff. The security deposit will be returned within a week after the event to the address on the registration form. The security deposit will not be returned if the hall is left in unsatisfactory condition, and if all the items on the checklist are not addressed.

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N.B

- a. The church, corridors, common areas plus bathrooms may remain open for all visitors/devotees when the event / program is going on.
- a. Due to the state and local fire department regulations the capacity of the parish hall shall not exceed the posted limits.

The applicant understands that the regular programs of Sacred Heart proceed as scheduled and without interference. The applicant assures that there will be **NO SMOKING of any kind, ILLEGAL DRUGS or WEAPONS on the premises, grounds and parking lot.** The applicant agrees to abide by the rules and regulations of Sacred Heart parish for the use of Sacred Heart facilities. The undersigned guarantees to return the facility in the condition received before rental and the removal of all properties taken into the building after the event.

This signature releases Sacred Heart Parish from any responsibility or liability for accidents, injuries or loss of property. **I have read and understand the charges, rules and regulations governing the use of Sacred Heart Fr. Reilly Parish Center.**

<b>Signature</b> (of the lessee)		<b>Title</b>		<b>Date</b>	
<b>Name: (PRINT)</b>				<b>Fax</b>	( )
<b>E-Mail Address</b>				<b>Phone</b>	( )

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## **PARISH HALL CHECK LIST**

Please ensure that the facility is put back in the condition it was in at the start of the rental including doing the following:

- ❑ Clear all tables.
- ❑ Put trash in the trash barrels.
- ❑ If you fill trash barrels, please place full trash bags in the dumpster located behind the parish center.
- ❑ Sweep the floors if there are crumbs, wrappers or craft supplies on the floor. The push broom is located in the maintenance closet.
- ❑ If you use toys, please return them to room 1 and store neatly in the corner.
- ❑ If you use dishes or the coffee maker, please wash dishes/carafe and return them to the proper cabinet.
- ❑ Please take all leftover food home! If you would like to donate your leftovers to the Mustard Seed, please wrap, label and place in the parish freezer.
- ❑ Check restrooms to be sure all lights are off and toilets are flushed before you leave.
- ❑ Shut off all lights, turn off coffeemaker and lock the doors if you are the last group of the day.

Thank you for your assistance!