

Saint Augustine Church
235 South Spalding Avenue
Lebanon, KY 40033

SAINT AUGUSTINE PARISH IS HAPPY TO BE ABLE TO OFFER THE FACILITIES OF THE PARISH CENTER FOR USE BY INTERESTED PARTIES AS LONG AS THE CENTER IS TREATED PROPERLY AND ALL OTHER CONDITIONS ESTABLISHED BY THIS CONTRACT ARE MET.

Rental rates for Family Reunions are as follow:

Parishioners: \$300.00

\$150 rental

\$150 refundable deposit

Non Parishioners: \$500.00

\$250 rental

\$250 refundable deposit

NO ALCOHOL IS TO BE SERVED!!!

To receive the parishioner rate the renter or immediate family must be a registered active member of St. Augustine Parish and have returned a Stewardship form.

The deposit will be refunded after a satisfactory clean-up is confirmed and the time limit of **FOUR** hours has been observed. The responsible party will also be held accountable for any damaged property (the responsible party being the person signing this contract). Deposit is due with contract and the rental is due no later than two weeks before the scheduled event.

The specifications for clean-up are as follows:

- Clean-up must be done immediately following reception.
- Anything belonging to the renting party must be removed from the Parish Center immediately following the reception. (The Parish Center may be used for other things the following day, so it is important that everything be removed!)
- All trash must be properly disposed of in the dumpster located behind the building (outside the kitchen door).
- All trash (e.g. cups, cans, etc.) must be picked up on the parish grounds (including all parking lots).
- The restrooms must be cleaned.
- The tables and chairs must be washed off and set back up. (20 round tables and 4 oblong tables).
- The floor must be swept and mopped. (Use 1oz of cleanser to mop bucket of water)
- The kitchen must be clean (including the refrigerators, stoves, and floor).
- All lights, Heat/Air must be turned off.
- **All decoration must be free-standing. Nothing should be attached to any property of the Parish. No damage to property (NO pins, nails, or tape on walls).**
- Four hour time limit must be met.
- No smoking is allowed anywhere in the Parish Center, restrooms included.

THE RENTAL OF THE PARISH CENTER DOES NOT INCLUDE THE AREA OF THE STAGE. This space is restricted and no one is allowed to use this space or to enter into the space.

DATE OF EVENT: _____ TIME: _____ GUEST # _____

RENTING PARTY: _____

ADDRESS (for deposit refund): _____

PHONE: _____

Having read & received this contract with these specifications, I the renting party, failing to account for all, will forfeit the deposit if contract is not honored.

SIGNATURE OF RENTING PARTY: _____

(Revised 7/2013)