

# **Rental Contract**

## **Parish Hall & Basement**

1. Parish Secretary must be informed of the execution of this contract and will act on behalf of the church. The renter is responsible for contacting Parish Secretary. Hall will be rented on a first come, first served basis as determined by Parish Secretary. Parish Secretary phone # 308-382-8644 and is available in the mornings of Monday, Tuesday and Friday.
2. Hours for use of the hall/basement are as scheduled up to 12:00 Midnight. Parish events including services, funerals and receptions take priority over any plans to use either area other than stated times.
3. The rented facility will be left in the same condition as found. General cleaning is required.
4. No alcohol, tobacco or excessively loud music is permitted at any time. Musicians/DJs need to be briefed in advance of event.
5. Guests are permitted in the hall and restroom area only. The sanctuary and classrooms are off limits unless otherwise pre-arranged.
6. Any damage beyond the deposit will be the responsibility of the renter. Restitution is required.
7. The basement area is highly encouraged for any high use activity including youth group, craft, art class, small group parties, etc.
8. Any youth event must have at least a 1 to 15 ratio of adults to children.
9. Any registered parishioner is entitled to the hall/basement at no charge, with the following provisions:
  - ❖ Provided the parishioner is responsible party of the event
  - ❖ Provided the parishioner attends the entire event.
  - ❖ A \$150 refundable damage fee will be required and is due Monday prior to the event.
  - ❖ Full kitchen use is no charge, however the Altar Society must be contacted for access and instructions on equipment use.
10. Any Resurrection Church based organization (KC, Altar Society, DCCW, CLC, etc) will have free access to the facilities, but are expected to clean and maintain the areas as needed.

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11. Any non-profit organization (schools, youth activities, clubs, 501c3 organizations, etc), is entitled to the hall/basement. The following fee schedule applies. Those groups who use the facility regularly are encouraged to donate service hours in the form of cleaning the facility. 150 refundable damage fee will be required and is due Monday prior to the event.

Number of Guests	Non-refundable cleaning/reservation fee
1-10	\$10
11-25	\$25
26+	\$50

12. Any general public group is entitled to rent the basement/hall using the following fee schedule.

Rent	\$200
Full use of kitchen	\$100
Refundable Damage Fee	\$150
Cleaning/Reservation Fee	\$5

13. The Parish Secretary or a parishioner designated by the Parish Secretary must be on site during the event. All fees are due the Monday before the event.
14. Subject to availability, the Altar Society will serve weddings at a rate of \$5.00 per hour, per person, minimum 2 hours/2 people. Full catering is not available. Making beverages, warming of prepared food, etc is included. Subject to availability, the Altar Society will cater small groups for luncheons and dinner (75 or less). Minimum charge is \$5.00 per meal served based on a menu.
15. The kitchen is cleaned and maintained by the Altar Society. Any request for use of the kitchen or appliances, wares, and serving dishes must be directed towards the current officers, or appointed members. Paper products and groceries are not available for use at any time for other than church related events.