

RENTAL AGREEMENT FOR

**St. John the Baptist Parish Center
204 N. Main Street
Spearville, KS 67876**

All bookings shall be made through the Parish Booking Agent, Jenny Schmidt.
Contact at 620-385-2202 or jschmidt@stjohnspearville.com

The St. John Parish Center shall be available at the discretion of the appointed booking agent, who will be backed 100% by the Parish Council. Renters must be from the St. John's Parish, have a Spearville address, or be a member of the Spearville School District USD #381. All others must have prior Parish Council approval. The Parish Council reserves the right to refuse use of the facility when the granting of such privileges would be detrimental to the best interest of the Parish or the Parish Center.

NOTE: Funerals, funeral dinners, & vigil gatherings take precedence over all events except wedding parties. NO WEDDING CEREMONIES are to take place in the Parish Center without written permission from the Bishop of Dodge City. Inflatable amusement devices, rides, trampolines, etc. are not allowed on the premises.

RENTAL RATES

AREAS FOR RENT	RENTAL COST
Hall <i>(Business Use)</i>	\$ 60.00/hr. <i>(\$450 max. for full day)</i>
Hall <i>(Personal Use – Less than 3 Hours)</i>	\$ 75.00
Hall <i>(Personal Use – More than 3 Hours – No Dance)</i>	\$150.00
Kitchen <i>(Business or Personal Use with Hall)</i>	\$ 50.00
Oak Room <i>(Personal Use – Kitchen Included)</i>	\$ 30.00
Oak Room <i>(Business Use – Kitchen Included)</i>	\$ 50.00
Whole Hall – Full Day + Decorating & Dance <i>(Includes Kitchen and Oak Room)</i>	\$550.00 <i>(this includes special event insurance)</i>

POSSIBLE ADDITIONAL CHARGES

Security/Damage Deposit <i>(Required for all Full Day Rentals)</i>	\$100.00 <i>(refundable – see below)</i>
Special Event Insurance <i>(Required for all Events with Alcohol)</i> <i>*May be required by discretion of booking agent due to the nature of an event.</i>	\$95.00 <i>(Payment made to Diocese of Dodge City – Separate application is required and due at least 15 days before event.)</i>

Chair Rentals <i>(metal folding chairs only)</i>	\$1.00 per chair
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CAPACITY REFERENCE

Main Hall: 350 max
Oak Room: 40

RENTAL POLICIES

RENTAL FEES: All rental fees will be paid when the keys are picked up before the event. Contract must be signed before keys are given out. Keys may be obtained the day before the event and returned as soon as possible after use.

DEPOSITS: The listed deposit will be paid at the time a rental agreement is signed. A date is not considered held until deposit is paid. The deposit will be cashed or held at that time. Deposit will be refunded or returned after the event if inspection shows no damages and proper cleaning has occurred. If an event is canceled 30 days or more prior to the event, the deposit will be refunded.

DECORATIONS: Decorations for tabletops are permitted. However, no rice, wheat, or glitter may be used. No posters, signs, or pictures are permitted on the walls. No decorations may be hung from the doors or walls. No tape, glue, putty, nails, tacks, push pins, staples or other fasteners are to be used on the doors, walls, or tables. **ONLY** approved fasteners may be used on the ceiling.

CLEAN-UP:

- All items brought into the hall for the rented time need to be removed immediately after the use of the facilities.
- Removal of decorations is the responsibility of the renting party.
- The renting party is responsible for cleaning the hall, restrooms, kitchen, and Oak Room.
- Cleaning guidelines and instructions will be provided.
 - **ONLY EXCEPTION:** When the Knights of Columbus are asked to serve beverages for a full-day rental, the KofC will clean the hall and restrooms, **ONLY**. The renting party is still responsible for cleaning the kitchen and Oak Room.

DANCES: Out of respect to the neighbors in the vicinity, all dancing and music, etc. must stop by midnight. In any event, all guests should vacate the premises by 12:15 am.

LIGHTS/HVAC: All controls will be explained to the renter before use. Their use is the responsibility of the renter immediately before, during and after the event.

TECHNOLOGY: If technology is needed for an event, please make your needs known with the booking agent at the time of signing the rental agreement. Setup and instructions can be provided if requested. The Parish Center has a built-in PA Sound System, Internet, and TVs with HDMI hookups.

NON-RENTED AREAS:

- These areas cannot be used for any reason. If used, the additional rate will be deducted from the security deposit or charged to the renting party if no deposit was required.
- All rental agreements are made with the understanding that any part of the building not rented by you may be rented to others on the same day. Unless you have reserved the entire building, you have no right to expect that other parts of the building will not be used by others.

EVENT

CONDUCT:

The renting party will be responsible for the conduct and actions of all persons in attendance and will accept responsibility for any damages or liability caused by them, including incidents resulting from alcohol use.

ALCOHOL:

- The renting party may provide alcohol for events, but this must be disclosed at the signing of the rental agreement.
- All events with alcohol being served require Special Event Insurance Coverage through the Diocese of Dodge City. A separate form should be submitted at least 15 days prior to the scheduled event.
- The Knights of Columbus can be asked to serve the alcohol provided by the renter. Availability of servers will be determined by the KofC.
- BYOB is never permitted on the premises.
- If alcohol is being sold or is included in a priced and ticketed event, please refer to the Kansas Department of Revenue for temporary liquor licenses and fees that will be required.

SMOKING:

The Parish Center is a NON-SMOKING BUILDING.

EQUIPMENT:

- No equipment belonging to St. John's Parish shall be loaned or leased out without Parish Council approval.
- Metal folding chairs are available to rent for \$1 per chair.
 - No padded chairs or any tables will be available for rent. These should not leave the property.

This rental agreement was revised in February of 2023 and approved by Parish Council on March 2nd, 2023.

RENTAL APPROVAL: Renter's Copy

I, _____, have approved the following rental:
(booking agent)

Renter: _____, has access to _____
(name of renting party) (space rented)

on _____.
(time and date(s) of event)

The renter received PC Key #: _____

Date: _____

(booking agent)

ST. JOHN'S PARISH CENTER COPY

- I/We hereby agree to be responsible for any and all damages sustained during the rental of St. John's Parish center.
- The undersigned has read and agrees to abide by the policies for use of the St. John's Parish Center.

As renter(s) of St. John's Parish Center property, we agree to protect and hold harmless the Diocese of Dodge City and St. John the Baptist Parish of Spearville for any and all loss, damages or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless the Diocese of Dodge City and St. John the Baptist Parish of Spearville from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance during the rental period.

Name(s): _____

Street Address: _____ City/State: _____ Zip: _____

Phone Number: _____ Email: _____

Event Description: _____

Areas to be Rented: _____

Date of Event: _____ Time Frame: _____

Alcohol: YES _____ NO _____ Technology Needed: YES _____ NO _____

Rental Amount: _____ Security Deposit: _____

Amount Needed Before the Event: _____

PC Key #: _____

Renter's Signature: _____ Date: _____

Booking Agent: _____ Date: _____