

Cathedral of the Most Blessed Sacrament Event/Room Reservation Request

ADD CHANGE DELETE

Date Submitted: _____ Requested by: _____

Requestor's Phone # and email address: _____

Name of Event: _____

Insurance/License Information: _____

Recurring Event: Yes No Number of people (best guess): _____

Date(s) Requested: _____ Time(s): _____

Start and Stop

Description of Event: _____

Is food being served: Yes No Is beer/wine being served*: Yes No

Cathedral staff contact person: _____

Applicant initials each below to indicate acceptance of conditions:

_____ All applicable laws and regulations must be followed, including licensing (*liquor license).

_____ All set-up and clean-up must be handled by your group.

_____ Mass/liturg y arrangements must be approved by Worship Coordinator.

Areas Requested

	<u># of Hours</u>	<u>Cost</u>
<input type="checkbox"/> Room A \$20/hour (upstairs) Capacity approx. 40	_____	_____
<input type="checkbox"/> Room B \$20/hour (downstairs) Capacity approx. 100-140	_____	_____
<input type="checkbox"/> Kitchen \$10/hour (near Room B)	_____	_____
<input type="checkbox"/> Church and Chapel \$100/hour (must be approved by Worship Coordinator) *	_____	_____
<input type="checkbox"/> * Sacristan Fee for Mass \$25/hour (must be approved by Worship Coordinator)	_____	_____
<input type="checkbox"/> Plaza Outside area with no fire pit use \$20/hour	_____	_____
<input type="checkbox"/> Plaza Outside area with fire pit use \$30/hour	_____	_____
<input type="checkbox"/> Security Guard for events over 200 people: \$15/hour per guard (4 hour minimum)	_____	_____
<input type="checkbox"/> One Parking space \$100/24 hour period	_____	_____
TOTAL		_____

Set-up Request

Please list all physical needs for the rooms/space requested, such as chairs, A/V needs, etc.. If outside the capability of the Cathedral to provide, please note who will be responsible for the arrangements.

General Provisions

1. Church facilities are available for rent only when they are not needed for scheduled church activities. The facilities are available for use between the hours of 9 am to 10 pm. The building must be vacated by 11 pm.
2. Rental of church facilities by non-members requires approval from the pastor, who has the right to refuse acceptance of this rental agreement.
3. Rental use of the church facilities in no way implies endorsement by the church of the renting group or organization, or of the activities conducted by these same rental groups.
4. All activities and events in church facilities and on church grounds must be in compliance with all municipal and federal laws.
5. Fire regulations: All persons using church facilities must familiarize themselves with the church evacuation plans posted in the hall and exits. All exits and driveways must be kept free from obstruction in case of fire.
6. Chairs and tables owned by the church will be made available as required. Renter is liable for any damages and should not move the furniture without prior consent.
7. No smoking is allowed in church facilities or on church grounds.
8. Only beer and wine may be served in church facilities with a valid liquor license. No alcohol is to be consumed outside on the church grounds. Liquor license must be turned in with this agreement.
9. Absolutely NO food or drink will be allowed in the church or chapel area.
10. The renting party must have an adult supervisor, age 21 or older, who has accepted the responsibility of overseeing the event. The supervisor must be named on the rental agreement form. He/She must be present during the event at all times.
11. The renting party and specifically the adult supervisor shall be financially and otherwise responsible for all damage to the property of the church or the loss of any of the contents therein during the time the rental was in effect.
12. The rental party is responsible for the proper restoration of the facilities to the pre occupancy condition.
13. Any and all garbage should be properly bagged in the garbage containers.
14. Spills and other messes on the floor should be cleaned. Appropriate clean-up equipment will be made available.
15. Lights must be turned off, and all doors and windows locked.
16. In case of improper clean-up additional fees may be charged at the discretion of the Maintenance Coordinator.
17. The rental party shall save and hold harmless the Cathedral of the Most Blessed Sacrament from any liabilities and/or responsibilities arising during the occupancy of the building and its related areas.
18. The rector of the Cathedral of the Most Blessed Sacrament reserves the right, through its representatives, to close any function for failure to observe proper conduct or for failure to comply with any of the above provisions.

I, the applicant, hereby acknowledge that I am 21 years of age or older, and have read and will honor the conditions for use as outlined in this agreement. I understand that I will be responsible for all monetary obligations as stated on this agreement. Event must be cancelled in writing 2 weeks prior to event date. If cancelled with less than a two week notice, a \$50 non-refundable fee will be charged.

Signature of Renter: _____ Date: _____

Renter Print Name: _____

Signature of Approval by Cathedral: _____ Date: _____

Cathedral Approver Print Name: _____

Payment Information

Make check payable to the Cathedral of the Most Blessed Sacrament

Facilities Requested: _____ Amount Owed: _____ Date Paid: _____

Amount Paid: _____ Name of person who received money: _____

Check #: _____