

St. Martin Parish Center
5856 Highway 81
Owensboro, KY 42301

Phone: (270) 685-0339

E-mail: Stmartinrome@gmail.com

Rental Rates:

Main Hall (North Side, includes use of the kitchen):

<i>Parishioners</i>	<i>\$165.00</i>
<i>Non-Parishioners</i>	<i>\$465.00</i>
<i>Damage/Contract Deposit</i>	<i>\$200.00 (Refundable)</i>
<i>Clean-Up Deposit</i>	<i>\$200.00 (Refundable)</i>
<i>Lost Key</i>	<i>\$50.00</i>
<i>Event Insurance*</i>	<i>\$95.00 (Non-Refundable)</i>

*** Event insurance must have forms completed and paid no later than 15 days prior to event.**

****Parish Organization/Functions or Diocesan Events = No Charge.**

Little Hall (South Side – does NOT include use of kitchen):

<i>Parishioners</i>	<i>\$150.00</i>
<i>Non-Parishioners</i>	<i>\$200.00</i>
<i>Damage/Contract Deposit</i>	<i>\$200.00 (Refundable)</i>
<i>Clean-Up Deposit</i>	<i>\$200.00 (Refundable)</i>
<i>Lost Key</i>	<i>\$50.00</i>
<i>Event Insurance*</i>	<i>\$95.00 (Non-Refundable)</i>

*** Event insurance must have forms completed and paid no later than 15 days prior to event.**

****Parish Organization/Functions or Diocesan Events = No Charge.**

Classrooms (total of 4 – does NOT include use of kitchen or halls):

<i>Classrooms</i>	<i>\$25.00/each</i>
<i>Damage/Contract Deposit</i>	<i>\$200.00 (Refundable)</i>
<i>Clean-Up Deposit</i>	<i>\$200.00 (Refundable)</i>
<i>Lost Key</i>	<i>\$50.00</i>
<i>Event Insurance*</i>	<i>\$95.00 (Non-Refundable)</i>

*** Event insurance must have forms completed and paid no later than 15 days prior to event.**

****Parish Organization/Functions or Diocesan Events = No Charge.**

RULES FOR USE

Parishioners: In order to receive the reduced “parishioners” rental price, renter must be an active member (share their time and/or talent) of St. Martin Catholic Church and rent only for their direct use. If parishioners wish to rent the parish center for someone outside their immediate family (i.e. child or parent) the Non-Parishioner rate would apply.

Staff Members: Direct Staff (paid by St. Martin), will receive an additional 25% discount to the above rates provided the rental is for their direct use.

Hours of Operation:

The building must be vacated by 2:00 AM.

Rental Times:

Rentals begin the morning of the reserved even and parish center must be completely emptied and cleaned by 7:00 AM the day following the event. Example: If rental is Saturday, center must be clean and emptied by 7:00 AM Sunday. **Based on availability**, center coordinator(s) will advise renter two days prior to rental, the renter may obtain the parish center the day before the event.

Reservations:

All reservations must be scheduled by the center coordinator(s). Time for preparation and decorating cannot conflict with any scheduled Parish Liturgy, function or event. Please consult with the coordinator(s) for more precise hours of availability. All reservations are confirmed upon receipt of deposit. Deposit is ½ rental fee. Non-Parishioners may not reserve space for events more than 1 year in advance.

Cancellations:

Rental can be cancelled at any time. Rentals cancellations received 60 days or more in advance of the rental date are eligible for a full refund of the deposits and rental fee. For cancellations received less than 60 days in advance of the rental, the deposit will not be returned.

Damage/Contract Deposit:

Damage/Contract deposit and second half of rental fee are due two weeks prior to event date. The **damage/contract deposit must be a separate check** and will be returned in full by the coordinator within ten working days of the event, provided no damage was incurred and actions/activities were according to signed contract. **If damage exceeds the deposit amounts, renter will be charged.**

Clean-up Deposit:

Clean-up deposit is due two weeks in advance. Each renter will have two options regarding clean-up.

OPTION A: The deposit is used to pay a clean-up crew to clean after the event. Renters **MUST** notify the center coordinator two weeks in advance of the event if this option is preferable. No part of the clean-up deposit will be refunded.

OPTION B: The deposit will be refunded to the renter provided the parish center is cleaned to the satisfaction of the center coordinator upon inspection after the event. Clean up rules will be provided to renter if this option is preferable and center coordinator must be notified two weeks in advance of the event

Parish Organizations, functions or Diocesan events are expected to clean according to posted lists.

Keys:

Keys may be picked up on the day of the event. If available, keys may be picked up the business day prior to the event from the center coordinator in the business office. Arrangements for pickup and return of the keys are to be made with the center coordinator.

Alcoholic Beverages:

The party using/renting the Center is responsible for the consumption of alcohol by all guests. Any and all alcohol must be removed from the premises at the end of the rental hours (2:00 AM). **It is the responsibility of the renter to hire an off-duty officer for the duration of the event.**

The officer's name **MUST** be supplied two weeks in advance of the event. The renter **MUST** purchase **Special Event Insurance (\$95.00)**. All paperwork relating to the Special Event Insurance policy must be submitted to the Diocesan Offices no less than 15 calendar days prior to the event date. The cost of this Special Event Insurance is the renter's responsibility and does not cover any "Bring Your Own Beer" (BYOB) events.

Security Guard(s) is/are responsible to ensure guests do not leave building with alcohol or bring alcohol into the facility.

Security Guard Name: _____

Security Guard Contact Phone: _____

No drugs shall be permitted on the premises.

Smoking Policy:

St. Martin Parish Center is smoke-free.

Inappropriate Behavior:

Upon recommendation of the coordinator, St. Martin reserves the right to refuse use of rental to any group/function or organization whose use of the facilities or conduct while on the premises is deemed inappropriate.

Lost Articles:

The parish is not responsible for articles or clothing left behind by the renting party. (Any and all inquiries can be made during regular offices hours.)

Electrical / PA / Heat / AC:

Heating and air-conditioning are to be returned to original settings. If the PA system is used, this must be indicated at the time of rental, so it can be made available for renter's use. All lights must be turned off when building is vacant and not in use.

Items Not Allowed in Parish Center:

No confetti, rice, bird seed, play-doh, silly string, bubbles, sparklers or any other items that may stick to walls or floors are expressly prohibited in the Parish Center. Any and all questions regarding what may not be allowed should be addressed to the center coordinator prior to use.

Decorations:

Decorations may be hung/affixed to hooks already in place, **nowhere else**. Nothing is to be hung from the ceiling or electrical fixtures. No signs or writing on the windows, doors, or outside premises without prior written approval. Any and all questions regarding what may not be allowed should be addressed to the center coordinator prior to use.

No Animals Allowed in Parish Center:

With the exception of service animals, no pets or animals are allowed in the parish center.

Courtesy:

If the event is scheduled during mass time(s), please refrain from any excessively loud music inside or outside the rental space. Premises must be vacated by 2:00 AM. Please close and lock all doors and windows before leaving facilities. Return all spaces as they were found.

Clean Up: - See options under clean-up deposit. The parish center will be inspected before and after use.

Clean-up Instructions:

Clean up deposit is due two weeks prior to event date. Each renter will have two options regarding clean up.

OPTION A: The deposit is used to pay a clean-up crew to clean after the event. Renters **MUST** notify the center coordinator two weeks in advance of the event if this option is preferable. No part of the clean-up deposit will be refunded.

If Option A is preferred, the deposit will be used to pay a clean-up crew following the event. Renter is still responsible for each of the following:

- Clean out any items from the refrigerator that belongs to the renter;
- Take down and remove all decorations from premises
- Wipe down all tables and countertops with mild soapy water
- Place tables and chairs back in original configuration and location (where you got them);
- Take out all trash (including restrooms) and place in trash containers outside the hall or remove it from the premises;
- Ensure all “scuff” marks are removed from the floors.

OPTION B: The deposit will be refunded to the renter provided the parish center is cleaned to the satisfaction of the center coordinator upon inspection after the event. Clean up rules will be provided to renter if this option is preferable and center coordinator must be notified two weeks in advance of the event

If Option B is preferred, the deposit will be returned to the renter following the event provided the parish center is cleaned to the satisfaction of the center coordinator upon inspection after the event. Center coordinator must be notified two weeks prior to the event if this option is preferable. Renter is responsible for the following:

- Clean out any items from the refrigerator that belongs to the renter;
- Take down and remove all decorations from premises;
- Wipe down all tables and countertops with mild soapy water;
- Place tables and chairs back in original configuration and location (where you got them);
- Take out all trash (including restrooms) and place in trash containers outside the hall or remove it from the premises;
- Ensure all “scuff” marks are removed from the floors;
- Floors to be swept and mopped include:
 - Restrooms, kitchen, hall, and changing rooms;
- Wash and place any Parish Center dishes, utensils in their proper place;
- Clean all countertops, sinks and stove;
- Clean and disinfect all restroom toilets with bowl cleaner;
- All paper and trash should be removed from the premises;
- Pick up all cigarette butts from outside area and from ash trays;
- **Clean out any diapers in trash cans;**
- **Clean out sanitary dispensers in women’s restroom.**

NOTE: Cleaning supplies are in the supply room (closet in hallway behind large kitchen).

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CONTRACT FOR USE OF ST. MARTIN PARISH CENTER

Rental Date:

Rental Purpose:

If wedding, list the time & location of ceremony:

Rental Fees:	Amount	Amount Paid	Check #	Date Paid	Renter Initials
Total Rental Fee:	\$				
Total Deposit (1/2 of Total)	\$				
Balance of Rental Two Weeks Prior to Event	\$				
Deposit Fees (Damage/Contract/Cleanup)	\$				
Special Event Insurance (15 days prior to event)	\$				

Contact coordinator(s) two weeks in advance of the event to make arrangements for payment of second half of the rental and the deposit fees and key pickup. Also, notify the coordinator(s) of your preferred clean-up option (please make separate check for the rental fee and the deposit fee). **All checks should be made payable to St. Martin Parish (see Return check rules).**

Please review and initial each of the following:

_____ I have read, understand and agree to abide by the Rules/Guidelines for the use of St. Martin Parish Center.

_____ I understand that I am responsible for any damage to property, inside or outside the building, during the use of the building.

_____ I understand options regarding clean up after the event and I choose **OPTION** _____.

_____ I understand that to have alcoholic beverages, I am required to hire an off-duty officer and will supply the name and phone number to the center coordinator.

Officer Name: _____ **Officer Phone Number:** _____

_____ I understand that the premises must be vacated by 2:00 AM.

_____ I acknowledge receipt of keys to the facilities and agree to return those to the center coordinator no later than the day following the event.

Renter Name:		Renter Phone:	
Renter Address:		Date:	
Renter Signature:		Accepted By:	

