

ST. ALPHONSUS PARISH  
RENTAL AGREEMENT  
PARISH HALL AND/OR COLUMBIA HALL  
304-232-4353

**Renter Name:** \_\_\_\_\_

**Renter Address:** \_\_\_\_\_

\_\_\_\_\_

**Email address:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_ **Alt. Number:** \_\_\_\_\_

**Proof of Identification:** \_\_\_\_\_  
**Photo ID Required**

**Date(s) of Event:** \_\_\_\_\_ **Type of Event** \_\_\_\_\_

**Mark here if Renter is providing food:** \_\_\_\_\_

**Check-in Date/time:** \_\_\_\_\_ **Check-out Date/ time:** \_\_\_\_\_

**THIS AGREEMENT** is made by and between the above named person, hereinafter referred to as “**Renter**” and **St. Alphonsus Parish**, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

**Rental Payment:** Whereas, the Renter agrees to pay to St. Alphonsus Parish the sum of \_\_\_\_\_ Dollars \$ \_\_\_\_\_, rent for the use of Parish Hall (cap. 200) or Columbia Hall (cap. 150) (Select one) on the day set above. This rent shall be paid at least 30 days prior to the event date set above. *Additional occupancy information set forth below in Section 1 Occupancy.*

**Security Deposit:** To reserve either facility the Renter shall pay a security deposit of \$100 upon signing this Agreement. If, for any reason, the event is canceled, the rent is not paid at least 30 days prior to event or during the event there is any damage to the facility, either property or miscellaneous, the \$100 security deposit is non-refundable. If the event takes place as agreed and there is no damage to the facility or its

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contents, the \$100 shall be refunded approximately 14 days after the event inspection by Fr. Ondeck.  
*Additional information set forth below in section 2 Damages and Section 3 Security Deposit.*

**Whereas**, St. Alphonsus Parish is not responsible for accidents or injury to renter, guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter does hereby agree to release, acquit, and forever discharge St. Alphonsus Parish, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter may have, have had, or ever have arising out of or by reason of the Renter rental for the event.

**Whereas**, renter agrees to indemnify, protect, and hold harmless St. Alphonsus Parish, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter or their guests, visitors, or any other persons during the rental terms and times.

**Further**, the age of all persons responsible for renting the St. Alphonsus Parish facilities must be at least twenty-one (21) years and older with no exceptions.

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**Renter Acknowledgement**

**Date**

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**St. Alphonsus Representative**

**Date**

The St. Alphonsus Representative holds the power to act solely on behalf of St. Alphonsus Parish, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents and should be recognized as such by the Renter, their guests, visitors, or any other persons throughout the rental terms and times.

## **1. Occupancy:**

Maximum occupancy: Parish Hall maximum 200 persons - Columbia Hall maximum 150 persons.  
The total number of persons attending any event must be kept to or less than these maximum capacities persons in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of the security deposit.

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## **2. Damages:**

**Renter** is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the security deposit is not sufficient to cover them.
- The conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- The proper handling of all equipment and furnishings. All equipment and furnishings to be returned to the same position and condition in which they were found.
- Removal of trash to dumpster in parking lot by the end of the event.

The \$100.00 security deposit is NOT applied to the event fees. This deposit shall be retained and deposited by St. Alphonsus Parish until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises found by **Renter** and/or their guests upon the after event inspection, the security deposit shall be refunded approximately 14 days following the event. If there is loss or damage, **Renter** shall forfeit the security deposit in full. Renter shall be notified in writing of the loss or damage. Further, Renter is responsible for all losses or damages to premises and/or equipment, furnishings and furniture caused by the Renter, guests, visitors, or any other persons exceeding the amount of the \$100.00 deposit. By renting the facilities, Renter is assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the \$100.00 will result in you forfeiting any future use and/or rental of the facility.

## **3. Deposits/Payments:**

The deposit and rental fee and/or other fees may be paid in cash or personal check made payable to St. Alphonsus Parish. Payment made with a personal check must be paid at least thirty (30) days prior to the date of the event. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fee, and/or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter. All parties agree that the security deposit cost will be deposited into any business account of St. Alphonsus Parish.

## **4. Cancellations:**

If Renter cancels for any reason within fourteen (14) days prior to the event date, all parties agree that a \$100.00 security deposit will be forfeited for cancelled reservations. Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to Renter within two (2) weeks of cancellation.

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**5. Check-in and check-out Time:**

Check-in and check-out times are strictly enforced in order to prepare St. Alphonsus Parish for other scheduled events.

**6. Set-Up Time:**

The Renter will be allowed one (1) hour of set-up time prior to the event and on the day of the event only. A \$25.00 per hour set-up fee will be charged if the Renter request set-up time on days other than the date of the event, (for example) if the event is on Saturday and the Renter request to set up on Friday evening, there will be a \$25.00 per hour additional charge. The fee will be determined at the time the request is made.

**7. Noise Ordinance:**

Loud activities should be kept to a minimum so that you do not disturb other members and guests at the facility or in the surrounding area.

**8. After Event Clean-up:**

**The Renter is expected to return them in the same condition as received.**

**The following general cleaning is required at the conclusion of the rental:**

- a. Pick-up all trash both inside and outside of the building.**
- b. Bag all trash and put in dumpster (in parking lot).**
- c. Put clean trash liners (bags) in trash cans.**
- d. Wipe down all tables and countertops.**
- e. Remove all decorations, balloons, and other party materials.**
- f. Remove all food and other items from the kitchen and refrigerator, anything brought by your group.**
- g. Turn off lights and make sure all doors are locked on your way out.**

**9. Smoking:**

No smoking is allowed inside St. Alphonsus Parish, Parish Hall or Columbia Hall.  
**This rule will be strictly adhered to.**

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**10. Alcoholic Beverages:**

**NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PROPERTY.**  
This rule will be strictly adhered to.

**11. Weapons/Firearms:**

Weapons and/or firearms are prohibited from anywhere on the property of St. Alphonsus Parish (including buildings, grounds, and parking lot). **This rule will be strictly adhered to.**

**12. Catering:**

The Renter is responsible for making his/her own arrangements with the catering provider. St. Alphonsus Parish must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

**13. Decorations:**

**The following rules are applied and must be followed by all Renter:**

- 1. No staples, thumb tacks or nails in furniture or on the walls**
- 2. No repainting of walls**
- 3. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements**
- 4. Renter must supply their own table coverings and supplies**
- 5. No glitter or confetti is to be used**

**14. Parking:**

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

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**Rates:**

\$125.00 Rental Fee per event plus \$100 Security Deposit

**Consent and Release:**

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due St. Alphonsus Parish in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of St. Alphonsus Parish.

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**Renter** **Date**

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the St. Alphonsus Parish so as to permit the Applicant the right to use the Premises at the time or times specified there in.

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**St. Alphonsus Parish Representative** **Date**

**St. Alphonsus Parish wish for our guests to have a beautiful, fun, and memorable event, but request that the St. Alphonsus Parish buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for everyone to enjoy.**

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**Use and Rental Agreement Quick Reference**

- All fees are to be paid to “St. Alphonsus Parish”.
- A security deposit of \$100.00 must be paid at the time of the reservation and agreement signing. The security deposit of \$100 will be refunded only after the satisfactory inspection of the facilities by Fr. Ondeck. Such refund to be mailed approximately 14 days after inspection. **Renter is responsible for all damage done to the facilities and/or equipment.** Additional payment may be required if damages exceed \$100.00.
- The balance of the rent must be paid at least 30 days prior to the reserved date.
- The use fee is for a time period of up to four (4) hours. Additional time will be charged at the rate of \$25.00 per hour or any part of an hour. The use fee includes the set-up of tables and chairs as well as the use of the kitchen facilities.
- All events must conclude by 9:00 p.m.
- Nails and/or tacks are NOT permitted for any decorating.
- **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PROPERTY.**
- **The facility must be returned in the same condition that it is received. Tables and chairs are to be put back the way they were found. All trash must be cleaned up and put in dumpster in parking lot and the facility left in a neat and mannerly order.**

\*Rates include a \$100.00 Diocesan Liability Fee for us of this parish facility. This fee is mandatory and set by the Diocese of Wheeling-Charleston.