

# Saint Isidore Youth Center Rental Policy, Instructions and Application

The following Rental Policy contains important information regarding the use of the center. It is imperative that you read and review the items listed. Please note that the Rental will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Rental Committee. The application date is the date the application is mailed or otherwise provided to the applicant.

If you have any questions regarding the policy and its guidelines please contact the Parish Center at (215) 536-4381.

## 1. Application

Youth Center rental applications may be obtained from the CYO Website or by calling the church at the number above. All rentals for any parishioner, non-parishioner or Church organization require an application. No rental shall be considered until a completed and executed application is submitted to the Rental Committee together with the appropriate fees (including the necessary security deposit.), at a time no later than two weeks after the application date. All rentals are subject to the approval of the Rental Committee.

## 2. Rental Fee

### Large Hall Rental

Non-Parishioner - \$ 220.00 + 30.00 cash \$250.00 total

Parishioner (in good standing) - \$ 120.00 + 30.00 cash \$150.00 total

Saturday night (parishioners only) - \$ 170.00 + 30.00 cash 200.00 total

There is a \$25.00 utility fee for all non paying groups with 15 or more people who will be using the YC for 2 hrs. \$35.00 fee for 4hrs.

The Rental Fee must be paid in full at least 15 days prior to the rental date or with the application, whichever is the sooner.

## 3. Security Deposit

Non-Parishioner - \$150.00

Parishioner (in good standing) - \$100.00

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the Church's satisfaction or pay for the extra damages.

#### 4. Cancellation Policy

A written cancellation request must be received by the Church office. Refunds will occur as follows:

- a. If the written cancellation is received greater than 30 days-full refund of rental and security deposit.
- b. If the written cancellation is received between 30 and 15 days-full refund less \$50.00 cancellation fee.
- c. If the written cancellation is received less than 15 days-full refund less \$100.00 cancellation fee.
- d. If the written cancellation is received 14 days or less for a Saturday event-No refund.

#### 5. Time

Each rental shall be for a period of five (5) hours. Additional time (over the five hour rental time for the function) is subject to the approval of the Rental Committee at an additional cost of \$50.00 per additional hour. Additional cost is determined and subject to change by the Rental Committee. Additional time must be requested at the time of application.

#### 6. Capacity

The maximum capacity of the Youth Center shall be no more than 80 people seated. 120 people for meeting or conferences.

#### 7. Set-Up

Event set-up may begin 2 hrs prior to an event. If there is no preceding event, set-up may begin earlier at the Rental Committee's discretion.

#### 8. Decorations

Decorations shall be limited to tables only. No wall or ceiling decorations shall be allowed.

#### 9. Youth Center Clean-up

Renting party is responsible for cleaning the rental area, making sure all rubbish gets into the trash bins. This is critical to security deposit refund.

#### 10. Smoking Policy

This facility is a NO SMOKING facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility.

#### 11. Religious Ceremonies

No religious ceremonies may be performed in the Youth Center or any part of the Church complex. We are a Catholic Church, in communion with our leadership, and as such require the use of the Church for Catholic Weddings, Baptisms and Funerals. This agreement does not imply use of the Church, which requires express permission from the Pastor or Parochial Vicar.

#### 12. Indemnification / Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the Saint Isidore Church, its agents, servants, employees, and priests from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

#### 13. Damages

Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

#### 14. Amendments

This Youth Center rental agreement may be amended by the rental committee to fit the particular needs of the rental party.

#### 15. Insurance

Your party agrees to provide a Certificate of Insurance, extension from your homeowners, or business policy for General Liability Insurance. With policy limits of at least \$1,000,000 and such coverage will be in force for the duration of your event or activity.

Or an application can be requested for a General Liability Insurance policy from the Archdiocese, at the cost of \$140.00

#### 16. Kitchen Clean-up

Renting party is responsible for the complete clean-up of kitchen area. Countertops should be washed, Microwaves and other appliances should be cleaned, bathrooms cleaned. Floors should be swept, Trash should be placed in the outside dumpster, Coffee Machine should be washed, Clean Sinks and surrounding area, Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of the committee. This is critical to the security deposit refund.

#### 17. Cooking

Only the preparation of cold foods and warm up of precooked hot foods will be allowed.

#### 18. Kitchen usage

In kitchen rental party/caterer may use the following: coffee pots, coffee urns, beverage dispensers, refrigerator, freezer, and microwave (for warm up only) food warmers available. (Sterno not provided)

#### 19. Alcoholic Beverage Policy

Saint Isidore Church does not promote, nor supply the apparatus for consumption of alcoholic beverages. If a rental party wishes to serve alcoholic beverages, they must do so in a responsible manner and adhere to the alcohol consumption laws of Pennsylvania.

# Policy Adherence

Date \_\_\_\_\_

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

I have read, agree to adhere to, the rental policy guidelines of Saint Isidore Youth Center.

\_\_\_\_\_ (Date) \_\_\_\_\_

(please initial each page of the agreement as visible proof of assent)

# Rental Agreement

Rental Party \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Rental Price \_\_\_\_\_

Signature of Rental Party \_\_\_\_\_

(Rental Party must be at least 18 years old)

Rental Committee Representative \_\_\_\_\_