



Saint Cecilia Church and School

434-440 Norton Road, Columbus OH 43228 | Church 614.878.5353 | School 614.878.3555

MEETING ROOMS A & B RENTAL CONTRACT

Date of Function: _____

Thank you for expressing interest in the use of St. Cecilia's Meeting Rooms A & B. Requests to reserve the Meeting Rooms must be submitted to St. Cecilia Church no later than 45 days prior to the event. Upon receipt of \$100.00 cash deposit, the requested date and room reservation will be entered on the calendar in the Parish Office. This will then be considered a confirmed reservation. You reserve the right to a full refund of fees if you cancel the above reservation four or more months prior to the date of the event. **If the cancellation takes place less than four months prior to the date of the event, the deposit is forfeited.** The church reserves the right to cancel any reservation in favor of church sponsored affairs up to six months prior to the date of the event. If this should occur, the deposit will be refunded in full, and if the parties agree, the refund provided herein is in full satisfaction of their respective rights.

TERMS OF CONTRACT

The rental rate for Meeting Rooms A & B is \$100.00 per hour for a **minimum of two (2) hours**. There is a deposit of \$100.00 due at the time of scheduling the date, which is refunded within five (5) business days following the date of the event, provided that there is **no physical damage to the Meeting Rooms, including the Parish Complex Buildings, any provided equipment, or the grounds therein**. The minimum \$200.00 rental fee is due one month before scheduled date. St. Cecilia parishioners in good standing are subject to the same terms of this agreement but may receive a discounted rate of \$80.00 per hour. When renting the facility in which food and beverages are served, you may select a bona fide caterer of your choice.

The following requirements will be adhered to by the selected caterer:

- (1) It will be the responsibility of the renter to advise the Parish Office 45 days prior to the scheduled function of the name, address and telephone number of the renter's selected caterer.
- (2) A signed "Caterer's Agreement" policy must be completed and submitted to the Parish Office with the required deposit.

The following conditions and rules will apply when renting St. Cecilia's Meeting Rooms:

- (1) The event must adhere to all Catholic teachings and not be contrary or contradicting to the Catechism of the Catholic Church, in the sole discretion of St. Cecilia's Parish and/or the Catholic Diocese of Columbus.
- (2) The event shall be private and include only bona fide attendees and their guests.
- (3) All guests in attendance agree to honor all applicable laws, ordinances and codes.

THIS IS A NON-SMOKING FACILITY.



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- (4) Events must be cleaned up and vacated at or before Midnight 12am. If the event goes past Midnight 12am you will be charged an additional \$500.00 per hour. (Initial here) _____
- (5) The renter must purchase the Diocesan insurance policy at least 45 days prior to the event. The cost of this insurance policy is \$95.00. The application for coverage and a check in the amount of \$95.00 (payable to St. Cecilia Church) is attached.
- (6) Ample parking is available to guests at no charge.
- (7) Cancellations must be submitted in writing to St. Cecilia Church at 434 Norton Road, Columbus, OH 43228 or at jstewart@ceciliachurch.org to request a refund deposit.
- (8) Specific requirements for decorating the facility are that any types of confetti or sparkles are not to be used. Nothing is to be taped to the walls or doors. You must bring in your own ladder to decorate. Nothing is to be removed from the Meeting Rooms. Failure to follow these guidelines shall result in forfeiture of your deposit. (Initial here) _____
- (9) When alcoholic beverages are served, the signer of this contract is responsible to provide a bartender for the event. Beer may only be served in can or draft form.
- (10) Event set-up, clean-up and maintenance of the facility following the event will be the responsibility of St. Cecilia Staff Members.
- (11) If damages occur to any part of the Parish Complex, which includes restrooms, kitchen equipment, chairs, tables, interior and exterior walls, window breakage or grounds therein, results from a violation of these provisions could result in damages that exceed the deposit. In the event that this occurs, the responsible party renting the facility will be held accountable. (Initial here) _____
- (12) The provisions of this contract constitute the entire agreement, and there are no representations, oral or written, which have not been herein incorporated.
- (13) St. Cecilia's Parish reserves the right to not rent to any person, entity or group and for any activity which it finds unacceptable, in its sole discretion.

PLEASE READ AND SIGN THE ATTACHED GUIDELINES FOR USE OF THE FACILITY. Your reservation is not complete until a signed copy of this rental agreement, terms and conditions, guidelines and facility request form are returned to the Parish Office with the rental fee as set forth above. Final approval will be given by St. Cecilia's Pastor and a confirmation will be sent via email.



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ACCEPTED AND AGREED

Organization/Company/Individual Name

Address _____ **Telephone No.** _____

Signature of Responsible Party

Date Signed

Signature of St. Cecilia Representative

Date Signed

Type of Event _____

Event Date _____ **Starting Time** _____ **Ending Time** _____

Estimated Number of People _____

Please sign and return copy of this agreement and your deposit to:

St. Cecilia Parish Office
434 Norton Road
Columbus, OH 43228
(614) 878-5353

For St. Cecilia Parish Use Only

Date Received _____

Authorization _____