



SAINT CECILIA CATHOLIC CHURCH

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:

- 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.
- 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 Church and/or the Catholic Diocese of Columbus.
- (2) The event shall be private and include only bona fide attendees and their guests.
- (3) Wedding receptions will only be permissible if the wedding took place in a Catholic Church. If the wedding took place in another Parish other than St. Cecilia, documentation must be provided showing which Catholic Parish the wedding occurred.
- (4) All guests in attendance agree to honor all applicable laws, ordinances and codes. St. Cecilia Church is a non-smoking facility.
- (5) All minor children must be accompanied by an adult at all times while on parish property. This includes the use of the playground equipment.



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- (6) Events must be cleaned up and vacated at or before Midnight (12:00 a.m.)
- (7) 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) can be completed in the Parish Office.
- (8) Ample parking is available to guests at no charge.
- (9) Cancellations must be submitted in writing to St. Cecilia Church at 434 Norton Road, Columbus, OH 43228 or at email@ceciliachurch.org to request a refund deposit.
- (10) Decorating the space is the responsibility of the renter. Any types of confetti, sparkles, or glitter are not to be used. Nothing is to be taped to the walls or doors, unless using blue painter's tape. You must provide your own ladder to decorate. The use of smoke/fog machines, fireworks, or sparklers are not permitted in the Meeting Rooms. Nothing is to be removed from the Meeting Rooms. Failure to follow these guidelines shall result in forfeiture of your deposit.
- (11) When alcoholic beverages are served, the signer of this contract is responsible for providing a bartender for the event. Beer may only be served in can or draft form; glass bottles are not permitted.
- (12) St Cecilia Church does not provide servers or waiters for events.
- (13) Event set-up, clean-up, and maintenance of the facility during the event will be the responsibility of the renter. Instructions regarding where supplies are kept will be given to the renter prior to the event. Event set-up time is not considered part of the 2-hour minimum rental time. Scheduling set-up time must be approved by the parish office prior to the event to ensure that no other events will conflict in the rented space.
- (14) For an additional fee of \$150.00, set-up and clean-up of the event space will be provided by staff members of St. Cecilia Church.
- (15) Use of the fryers in the Parish Kitchen is prohibited.
- (15) 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.
- (16) The provisions of this contract constitute the entire agreement, and there are no representations, oral or written, which have not been herein incorporated.
- (17) St. Cecilia Church reserves the right to not rent to any person, entity or group and for any activity which it finds unacceptable, in its sole discretion.



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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.

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 Church Use Only

Date Received _____

Authorization _____