

**Parish Social Hall Rental Agreement**  
**St. Ludger Catholic Church**  
**410 Bryant Avenue**  
**Creighton, NE 68729**  
**(402)-358-3501**  
**Application for use of the parish hall facility.**

Name of Applicant:

\_\_\_\_\_

Address:

\_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Period Requested: \_\_\_\_\_

Purpose of Rental:

\_\_\_\_\_

Approximate Number of People Expected: \_\_\_\_\_

That "St. Ludger Parish" in consideration of the agreement, rules, and guidelines with attachments herein after set forth, hereby leases unto "Renter" the use of St. Ludger Parish Hall facility as stated below promises and agrees to pay fees set forth herein:

**RENTAL FEES:**

Parishioners: \$150.00 per day [Kitchen included]

Half-day \$50 (four hours or less)

Non-Parishioners: \$250.00 per day [Kitchen included]

Half-day \$75 (four hours or less)

Conference Room \$25 per day

Kitchen: \$50 per day

\* Damage deposit and 50% of the rental fee are due at the time of reserving the parish social hall.

**DAMAGE DEPOSIT FEE:**

A damage deposit fee of \$200.00 is due at the time the Renter reserves the parish social hall. After the use of the parish social hall is complete and it can be determined there was compliance with the Rules and Guidelines with attachments and no damage was done to the property of the parish's social hall and it was left as it was found, the damage deposit will be refunded within 30 days. If the deposit does not cover all damage and/or cleaning expenses required to be paid by St. Ludger, the Renter will be held liable for any costs incurred.

Renter Initials: \_\_\_\_\_

**JANITORIAL FEES:**

Janitorial service will be provided by the parish at the Renter's expense. Otherwise, clean-up of the entire facility is the sole responsibility of the Renter, including the outside premises: \$200.00

**INSURANCE/LIABILITY COVERAGE:**

No extra insurance is required but a waiver of indemnity will need to be signed by the Renter. These forms are in addition to the Renter's agreement that also must be signed.

**KEY/ACCESS CONTROL:**

Arrangements will be made with the Renter by a Parish Representative for access to and the locking of the parish's social hall. Keys may be picked up one day prior to the Renter's event and must be returned no later than one day following the conclusion of Renter's event.

**CANCELLATION OF RENTAL AGREEMENT:**

In the event the Renter desires to cancel this agreement, the Renter shall provide to the St. Ludger, at the address stated above, notice of cancellation in writing, no later than five (5) calendar days prior to the scheduled event, or forfeit all monies paid.

Renter Initials: \_\_\_\_\_

**RENTER AGREES TO THE FOLLOWING:**

1. It is understood the Renter has read the "Rules and Guidelines" for the parish's social hall and attachments and agrees to comply with the same.
2. That St. Ludger Catholic Church shall not be liable for any damage, injury, or inconvenience to either person or property that may be sustained by Renter, invitees, licenses, guests, or others present on or about the premises herein leased, and the Renter agrees to indemnify and hold St. Ludger and the Archdiocese of Omaha harmless for the same.

**TOTAL OF ALL FEES FOR THIS AGREEMENT**

Rental: \$ \_\_\_\_\_ Damage Deposit: \$ \_\_\_\_\_

Janitorial: \$ \_\_\_\_\_ **TOTAL:** \$ \_\_\_\_\_

(if applicable)

(Please make checks payable to "St. Ludger Catholic Church")

Deposit:

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Remaining Balance Due: \_\_\_\_\_

Date Remaining Deposit Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Renter Initials: \_\_\_\_\_

This agreement was made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
between St. Ludger Catholic Church, 410 Bryant Avenue, Creighton, NE 68729, and  
"Renter".

Pastor/Parish Representative: \_\_\_\_\_

Renter: \_\_\_\_\_

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Deposit to be returned to:

Name: \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_

Address: \_\_\_\_\_ Check #: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Parish functions have priority over all others.
2. Parishioners are given “special” rental rates, please see that the hall is left in as good or better condition than found.
3. All paper goods and supplies: coffee, tea, napkins, plates, etc. are to be used for parish activities, please furnish your own supplies.
4. If permission is given to use the kitchen equipment, please see that it is returned to its proper place, clean and dry.
5. The renter is responsible for any and all damages, messes, and condition of the hall and should be present at all times, especially to inspect the condition of the hall upon completion.
6. Rental rates do not include clean up. Renters are responsible for the condition of the hall including: garbage removal, sweeping and mopping of the floor, returning tables and chairs to original places, wiping tables off, etc. All clean-up.
7. Thermostats set to 55 in colder months and off in warmer months, lights, exhaust fans, parking lot lights, ovens, stoves, should be turned off, bathrooms should be checked for running water, lights, etc.
8. Parishioners are not permitted to rent the parish hall for work/company functions at the “parishioner rates”.
9. Hall rental is handled through the Parish Office; cleaning deposits and rental fees are due when this policy is signed and turned into the parish office. Viewing the hall, getting the key, and finding out about locking up the church can be arranged about a week before the event.
10. Clean up instructions and lists to help you find equipment, etc., are in the parish hall on the wall near the telephone
11. Dish towels and cloths used should be laundered by the renter and returned.
12. Refundable deposits will not be returned if the above points have not been observed.