

**ST. MARY OLD HALL  
FACILITY USE AGREEMENT**

It is St. Mary Boosters desire that all patrons who periodically use the St. Mary Old Hall (the "Facility") are able to enjoy the Facility. This agreement has been set in place to achieve that goal.

The person signing this agreement is responsible for compliance with this agreement. All Renters are required to read and sign the Facility Use Agreement as part of the rental. Please read carefully, fill out Facility, Renter, and event sections, and sign in the signature page at the end of this document.

**1. FACILITY INFORMATION**

Name of Facility: St. Mary Old Hall

**2. RENTER INFORMATION**

Contact name \_\_\_\_\_

Tel.: Home \_\_\_\_\_ Cell \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

**3. EVENT INFORMATION**

Description of event \_\_\_\_\_

Date of event \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Time event begins (incl. set up) \_\_\_\_\_ Time event ends (incl. clean up) \_\_\_\_\_

Will minors be present? Yes No

Will there be music? Yes No (music required to end by 11pm EST)

Will alcohol be served? Yes No

---

#### **4. CONDITIONS OF USE**

##### **A. RESERVATIONS**

1. A Facility is not considered rented until Renter delivers to a signed Facility Use Agreement, rental fee and deposit.
2. A person who is at least twenty-one (21) years of age must sign this agreement.
3. The facility shall be used for the purpose stated in this agreement and no other use will be permitted.
4. Renter shall not use St. Mary's name to suggest endorsement or sponsorship of the event.
5. Renter shall be responsible for picking up the keys to the Facility. Renter shall return keys immediately following the event to designee to receive their deposit.
6. Under no circumstances shall Renter sublease or allow any other organization or individual to use the Facility for the period for which Renter has contracted.

##### **B. FEES**

1. The rental fee for St. Mary Parishioners is \$65.00 and \$100.00 for non-parishioners and deposit fee of \$50. Checks should be made to St. Mary Boosters.
2. Any person or agency holding a reservation for the use of the facility and desiring to cancel such reservation may be subject to the withholding of a portion of or the entire rental fee for the Facility.
3. Renter is responsible for any lost keys, and any costs that the St. Mary Boosters might incur to replace and/or re-key the Facility.
4. In the event the Facility is left damaged, Renter shall be charged for any and all janitorial and/or repair fees incurred by the St. Mary Boosters as a result of same and these fees shall be billed to Renter and it will forfeit their deposit.

##### **C. INDEMNIFICATION AND INSURANCE**

1. Renter shall indemnify, defend, and hold harmless St. Mary and St. Mary Boosters, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any
-

time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property.

2. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the facility and adjoining property to the St. Mary Boosters, in writing and as soon as practicable.

**D. SET UP / CLEAN UP**

1. Renter shall be responsible for all clean up of the Facility, including adjacent grounds, at the end of the rental. Renter shall pick up, bag, and remove all trash generated by all activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter.
2. Renter shall be responsible for any and all damage to the Facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for any and all janitorial and/or repair fees incurred by the St. Mary Boosters as a result.

**E. MISCELLANEOUS**

1. Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.
  2. Gambling of any kind is not permitted at the Facility
  3. If Renter violates any part of this agreement or reports false information to the St. Mary Boosters may refuse Renter further use of the Facility and Renter shall forfeit a portion of or all of the rental fee and/or the deposit.
-

IMPORTANT – READ  
BEFORE SIGNING

**The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.**

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

St. Mary Boosters USE ONLY

Rental fee \_\_\_\_\_ Total paid \_\_\_\_\_

*Approved* \_\_\_\_\_

*Disapproved* \_\_\_\_\_

*Date* \_\_\_\_\_

*By* \_\_\_\_\_

---