

# St. Barbara Church Pavilion Rental Agreement

## Instructions and Application

The following Rental Policy contains important information regarding the use of the pavilion. 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 pavilion rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the parish business manager.

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 Jan Shepherd at 724-744-7474 or by email at [busmgr@stbarbara.org](mailto:busmgr@stbarbara.org)

### 1. Application

Pavilion rental applications may be obtained from parish office or the parish website. All rentals for any parishioner or Church organization require an application. The pavilion is not available to rent by non-parishioners or other organizations. No rental shall be considered until a completed and executed application is submitted to the business manager together with the appropriate fees, at a time no later than two weeks after the application date. All rentals are subject to the approval of the business manager.

### 2. Rental Fee and Security Deposit

Rental Fee: \$100.00

If canceled within two weeks (14 days) of the event, then the amount will be refundable.

Security Deposit: \$100.00

All fees must be paid in full at least 15 days prior to the rental date or with the application, whichever is the sooner. Each fee should be a separate check. The security deposit fee will be returned upon successful facility inspection. If the facility requires cleaning or has been damaged, the security deposit will be forfeited.

### 3. Facilities

The rental party will have access to the pavilion, the accompanying restrooms, and the pavilion grounds. Parking is to be in the parking lot. No riding of motor bikes or ATVs on the grounds. No access is permitted to the church, social hall, parish office, or barn.

### 4. 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 business manager at an additional cost of \$50.00 per additional hour. Additional time must be requested at the time of application.

### 5. Set-Up

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

### 6. Decorations

Decorations shall be limited to tables only. No wall or ceiling decorations shall be allowed. Do not staple or nail decorations to the tables.

#### 7. Pavilion/Restroom Clean-up

Renting party is responsible for cleaning the rental area, making sure all rubbish is removed and placed into the dumpster, turn off all lights or fans that they may have turned on for their event, and locking the pavilion and restroom.

#### 8. Pets

Pets must be leashed at all times and the renting party is responsible for cleaning up after the pets. Pets are not permitted in the pavilion or restroom buildings.

#### 9. Religious Ceremonies

No religious ceremonies may be performed in the pavilion 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.

#### 10. Indemnification / Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the Saint Barbara 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.

#### 11. Amendments

This pavilion rental agreement may be amended by the business manager to fit the particular needs of the rental party.

#### 12. Insurance

Your party agrees to provide a Certificate of Insurance (General Liability Risk Insurance), or business policy for General Liability Insurance. With policy limits of at least \$1,000,000 or more and such coverage will be in force for the duration of your event or activity. An application can be requested at the parish office, for Special Event Insurance from the Diocese of Greensburg, at the cost of \$90.00 (paid by a separate check).

#### 13. Cooking

There is no stove or grill available in this facility for use. You may supply your own grill, which may be used outdoors only. If charcoal is used, it must be extinguished with water and removed from the grounds. You may bring roasters and utilize the electric in the pavilion. You may also utilize a caterer to supply food and beverages.

#### 14. Alcoholic Beverage Policy

Saint Barbara 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.

#### 15. Emergency Contacts

If an emergency occurs while on parish property, call 911 for community emergency services. If you need to report damage, concerns, or issues to the parish during the event, the following people may be contacted. All issues should be reported to the business manager as soon as possible, after the event.

Gary Moore (412) 841-6437 (cell) and/or Jan Shepherd (724) 834-1201 (cell)

## St. Barbara Church Pavilion Rental Application / Agreement

Date of Rental: \_\_\_\_\_ Time: From \_\_\_\_\_ (AM/PM) To \_\_\_\_\_ (AM/PM)

Type of Event: \_\_\_\_\_ (i.e. Birthday, Graduation, Reunion)

Name of Renter: \_\_\_\_\_ (Rental Party)

Address: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I have read, agree to adhere to, the rental policy guidelines of the Saint Barbara Pavilion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Rental Party must be at least 18 years old. Initial each page of the agreement as visible proof of assent.*

Make checks payable to: Saint Barbara Church (for security deposit and rental fee)

Saint Barbara Business Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee: \_\_\_\_\_  
Amount Check Number Date Received

Security Deposit: \_\_\_\_\_  
Amount Check Number Date Received

Returned: \_\_\_\_\_  
Date

Forfeited: \_\_\_\_\_  
Reason