1) Use of building (referred to as MPB) must be scheduled with Building Coordinator, and/or aided by Holy Spirit Parish Office Secretary in use and rental requests
   a) Parish has priority on Friday evenings during Lent
   b) Parish organizations have priority for regularly scheduled meetings
2) Rental rates are to be established and reviewed by Parish Council
   a) Be it known; Parish Council has established differentiating rates for Parishioner and Non-Parishioner
   b) Parishioner rates are established with the understanding that the Parishioner is utilizing MPB for personal events and not for other group events (exa. class reunions, club meeting, etc.) these will be considered at Non-Parishioner rates
3) Definition of a Parishioner for rental purposes:
   a) Registered Parishioner with Holy Spirit Church
   b) Attends and prays with Parish community on a regular basis
   c) Contributes to the welfare of the Holy Spirit Parish and Parish community
   - Definition of Non-Parishioner
   a) Any person and/or organization not fitting definition of a Parishioner
   - Definition of Renter (Must be 21 years old to rent)
   a) Person and/or organization contracting the use of MPB for an event
4) Use of MPB for events that conflict with Catholic doctrine is prohibited
5) If occasion arises, Building Coordinator, may request Parish Priest or Parish Council to make final rental decision for unusual circumstances
6) The MPB rented for Non-Parishioner commercial events will be discouraged,
   a) Retail commercial rentals are not allowed (exa. tool sales, garage sales)
7) Rental fees and deposits for events held by Knights of Columbus, St. Ann’s and other Parish organizations, which are not fundraisers, will be waived; however, all other guidelines for the use of MPB must be followed
8) Parish organizations utilizing MPB for fundraisers (may) have rental waived but are encouraged to make a reasonable donation
9) Rental fees may be waived for Parishioner(only) sponsored events related to children and/or youth activity (exa. Scouts, school groups, athletic) however; all other guidelines for use of MPB must be followed
   a) Anyone responsible in sponsoring, children and/or a youth activity, must ensure the upmost care in child security and well being [Recommending; multiple adults to aid in event]
10) If alcohol is to be present at a rented event, Renter will procure insurance in an amount satisfactory to cover injury to persons and/or damage to property for duration of event [minimum liability recommendation of $1M]; and must provide Building Coordinator with, **Certificate of Insurance, prior to event
** Certificate of Insurance must name Holy Spirit Parish as “additional insured” as well as certificate holder.
11) When alcohol (is present), in MPB, it is the responsibility of Renter to ensure only persons of legal age are permitted to consume
12) Smoking is not permitted in MPB; this includes kitchen and restrooms.
13) No firearms of any kind allowed, without permission, prior to event
14) Keys to MPB held by: a) Parish Priest, b) Parish Secretary, c) Building Coordinator, d) Janitorial Service, e) Director of Religious Education, f) K of C Grand Knight, g) St. Ann’s Sodality Chairman Heads, h) Maintenance members
Holy Spirit Parish Multipurpose Building Rental Agreement  (revised 12-14-2021)

1) Building Coordinator is responsible for allowing Renter access to MPB
2) Events must end no later 12 am and cleanup be completed by 11am following morning, cleanup time may be altered by Building Coordinator’s discretion
3) Musical groups and DJ’s are allowed with all playing to cease by 11 pm
4) Noise level must not disturb the peace of the surrounding residents
5) Hanging or removing anything from ceiling or using nails, tacks or tape that may damage walls or ceiling is prohibited
6) Cleaning requirements are outlined in Renter Cleaning Guidelines
7) Renter must be 21 years old and will be responsible for the behavior of those attending their event
8) If alcohol is to be present at a rented event, Renter will procure insurance in an amount satisfactory to cover injury to persons and/or damage to property for duration of event[minimum liability recommendation of $1M]; and must provide Building Coordinator with **Certificate of Insurance prior to event.
   a) Certificate of Insurance must name Holy Spirit Parish as “additional insured” as well as certificate holder.
9) When alcohol (is present), in MPB, it is the responsibility of Renter to ensure only persons of legal age (21 years of age) are permitted to consume
10) Illegal substances are strictly prohibited.
11) Smoking is not permitted in the MPB; this includes kitchen and restrooms
12) No firearms of any kind allowed without permission prior to event
13) No flammable or hazardous substances allowed
14) All checks/cash payments for MPB rental fees will be made payable to Holy Spirit Church and handled by the Building Coordinator,
   a) 50% of rate at signing, remaining 50% prior to the event
   b) Security deposit of $100 prior to event and deposit will be held until after final inspection by Building Coordinator
   c) if damage is in excess of security deposit Renter will be held responsible for remaining financial repair
15) Holy Spirit Church is not responsible for injuries, accidents or thefts occurring with the use of the Multipurpose Building
### Holy Spirit Parish Multipurpose Building Rental Rates

(Revised 12-14-2021)

#### Parishioner

- a) 0-4 hours $-0-$
- b) 4-8 hours $200$
- c) 8+ hours $350$

#### Non-Parishioner

- a) 0-4 hours $100$
- b) 4-8 hours $350$
- c) 8+ hours $500$

#### For all rentals:

- Deposit 50% of fee, to reserve date
- Remaining rental fee, prior to event
- Security deposit of $100 for all rentals
  - a) deposit held until after final rental inspection
- Events with alcohol present; Certificate of Insurance prior to event
- Parishioner sponsored children/youth events fees may be waived by Building Coordinator: however cleaning guidelines still required
Holy Spirit Parish Multipurpose Building

- Renter Cleaning Guidelines –

  __  Clean and store all tables and chairs.
  __  Dry sweep main room floor. Spot wet mop where needed.
  __  Trash and decorations removed to dumpster.
  __  Replace, 3 rows of 3, tables and chairs to center of room.

  If kitchen is used:
  __  Dry sweep kitchen floor. Spot wet mop where needed.
  __  Refrigerator, oven and counter tops cleaned.
  __  Any pots, pans or utensils used to be thoroughly cleaned and replaced.
  __  Empty trash cans and removed to dumpster.
  __  Remove all perishable foods brought in.

  __  Clean bathrooms (sinks, urinals, stools, floors and walls).
  __  Empty trash cans and remove to dumpster.

  __  Trash and loose debris are to be picked up from around building and parking lot.

Utility room contains cleaning supplies and equipment required to clean hall.
  __  Mops and mop buckets shall be emptied and rinsed before returning to storage.
Holy Spirit Parish Multipurpose Building
Rental Agreement Signature Page

418 South Rollins, Centralia, Mo., 65240
Multipurpose Building (573-682-2163)

Person requesting to reserve building: ________________________________

Date(s) to rent: ______________; Time: _____am/pm to _____am/pm
(Allow time to set up and clean up).

Description of event: ________________________________________________

Organization sponsoring event: _________________________________________

Name of authorized representative of renter: _____________________________

Estimated number of those attending: _________

Total Rental Amount: _________

Deposit Fee to Reserve: _______       Remaining Fee Due: _______

Security Deposit: ________

By signing this agreement, Renter agrees to assume responsibility for all charges,
damages, terms, and conditions outlined in rental agreement.

____ Renter has received copies of the Renter Cleaning Guide and
Holy Spirit Parish Multipurpose Building Rental Agreement.
____ Renter has been informed their event (will / will not) need to procure,
Certificate of Insurance.

Renter

Print Name: ____________________________
Signature: _____________________________
Address: ______________________________
Phone #: ___________________ and/or
Email Address: _______________________
Date: _______________________________

Holy Spirit Parish Representative

Print Name: ____________________________
Signature: _____________________________
Date: _______________________________