



**St. John the Evangelist Catholic Church**  
**1229 Vermont**  
**Lawrence, KS 66044**  
**Phone 785-843-0109**  
**Fax 785-749-5064**

**Rental Contract for Church Hall/Kitchen**  
**(for registered parishioners only)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone: Home \_\_\_\_\_ - \_\_\_\_\_ Work \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Date & Time Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

For what purpose will the Church hall and kitchen be used? \_\_\_\_\_

Number of people attending: \_\_\_\_\_ Church Hall Capacity: 200

**Fees**

Deposit*	\$100.00
Insurance**	95.00
Maintenance Fee	<u>250.00</u>
	\$445.00
 Total	 \$ _____
 Paid	 \$ _____
 Balance***	 \$ _____

**Make check payable to St. John Church**

\*The deposit is due at the time of reservation and will be returned one week after inspection of the facilities.  
 \*\*Liability insurance coverage is required by the Archdiocese and is non-refundable. Special event coverage can be purchased through the parish office or a certificate of insurance can be provided through some homeowner's policies. Insurance and balance of fees are due three weeks prior to the event.  
 To maintain our tax-exempt status, we cannot rent facilities for political functions.

**I agree with the policies and fee schedule concerning the renting of the Church hall and kitchen at St. John the Evangelist Church. No political activities will occur at this function.**

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

Parish Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## Policies

The insurance carrier for the Archdiocese of Kansas City in Kansas requires additional coverage for organizations or individuals renting parish facilities when the usage is non-parish sponsored. For an event to be determined parish sponsored, the following questions must be answered “yes”.

1. Did the parish have full control over the group or function?
2. Did any costs or fees associated with the function flow through parish accounts?
3. Was the function or group open to all parish members?
4. Was the purpose of the function or group to facilitate learning, raise revenue, or provide a social service on behalf of the parish?
5. Was the teacher or leader of the group a parish volunteer or employee?

For a non-parish sponsored event, the party renting the facility has three options. Special Events Coverage can be purchased through the Archdiocese at a cost of \$75.00 which is non-refundable. This covers the individual or organization holding the activity as well as the parish and the Archdiocese. The second option is to fill out a Facility Usage/Indemnity Agreement, which requires \$500,000 in liability coverage by the renter’s personal insurance carrier. The coverage must name the parish and the Archdiocese as an additional insured. The insured must provide a certificate of coverage from their insurance company. The last option which may be used for small groups is for the individuals of the group renting the facility to sign an Adult Hold Harmless/Indemnity Agreement. An agreement must be obtained from every individual attending the event for the contract to be valid. Participants must be at least 18 years of age to sign. These requirements make it impractical for a group of any size. The Parish Hall and kitchen are not reserved until the appropriate papers are filled out and fee has been paid.

- Smoking is not permitted in any of the buildings.
- Use of rice, birdseed or confetti is not permitted.
- Children must be supervised by adults at all times, both indoors and outside.
- It is the responsibility of the head of the group renting the Parish Hall and kitchen to meet with a parish representative to be walked through the facility to evaluate its present condition and to be given appropriate training on the equipment.
- It is the responsibility of the renter to ensure that a level of moral and social decency be maintained at all times before, during and after the event.

### Reservations/Fees:

- The Church Hall is available on a first come, first serve basis.
- A deposit of \$100/\$250 and insurance (see general principles) are required the day the reservation is made. Your date is not confirmed until the deposit and insurance fees are paid.
- If damages occur, a charge of \$75.00 for each table damaged and \$50.00 for each chair damaged will be deducted from your deposit fee. The cost of other damages will be determined by the parish and deducted from your deposit fee. If the total sum of damages exceeds the deposit then the renter is obliged to pay the balance.

### Setup/Cleanup:

- Parish representative will open and lockup for events.
- Setup must occur the same day of the event and the facility must be locked up by 12:00 a.m.
- It is your responsibility to set up.
- You are not permitted to hang anything from the ceilings, tape anything to the walls or floors.
- The office does not receive deliveries.
- Deliveries may only occur on the day of the event.
- A parish representative will do cleanup. The maintenance charge for parishioners covers utility and cleaning costs. Rental charge for non-parishioners includes a cleanup fee to be paid to the cleaner. If the condition of the facility requires more than 3 hours to cleanup, an additional fee will be taken out of the deposit.

### Supplies:

- You must bring your own consumable supplies
- Parish supplies no items for your event
- Parish does allow for use of the dishwasher, utensils, dishes, freezer, and walk-in. The parish representative will indicate what can be used and what can’t.
- Dish towels, dish cloths and dishwashing soap are available for use.

### Alcohol:

- Beer, alcohol and wine are permitted. Only one keg is permitted on the premises at a time.
- All state laws concerning legal drinking age must be observed.
- Drinking is restricted to the Parish Hall, kitchen and parish grounds around church building — not to include St. John School.
- It is the responsibility of the renter to provide rides home for those who have had too much to drink.