



Diocese of Monterey

Short Term Use Agreement – For Individuals

AGREEMENT, between: _____ (herein “Parish”), and
(Name of Parish)
_____ (Herein “User”), relating to the
(Responsible Individual)

following facilities: _____
(Describe)

at _____
(Address)

Parish grants User permission to use such facilities for the following purpose:

_____ on the following date(s) and time(s): _____

User agrees to pay the following amounts:

1. \$ _____ for use of the facilities (“use fee”)
2. \$750 as a security deposit.
3. \$ _____ for security guards.

One-half the use fee and the security deposit shall be paid at the time of the signing of this Agreement. The remainder of the fees shall be paid within 60 days of the event. Failure to pay the fees on time, will result in forfeiture of the amounts already paid.

In the event of cancelation by the User, the following amounts will be refunded:

1. if canceled within 30 days of the event, no refund will be made
2. If canceled within 60 days of the event, ½ of the use fee.

This permission is granted upon these additional terms and conditions and is non-assignable.

1. The Use stated above is the only use permitted under this Agreement.
2. **No Alcohol may be served to anyone, at any event held for minors (for example, Quinceañeras, Sweet Sixteen, graduation etc).** _____ (please sign)
3. User shall leave the facilities inclusive of patio areas and parking lot, in a clean and orderly condition. The Parish’s On-site Event Manager will inspect the premises after each function. If there is any damage to the hall, premises, or equipment, the Parish’s On-site Event Manager will assess the amount of the damage and report findings to the Parish Office. The damage amount will be deducted from the amount of the security deposit to be returned. Should the damage amount exceed the amount of the deposit, the User will be liable for the additional amount to cover the damages. If it is determined that the facility has been left in clean and undamaged condition by the Parish’s On-site Event Manager, the full amount of the security deposit will be returned. You may pick up your check for the determined return amount at the Parish Office five (5) working days following the event.
4. User agrees to defend, indemnify and hold harmless the Roman Catholic Bishop of Monterey and the parish and their employees, agents, and guests from and against any and all claims, damage,

loss liability or expenses including without limitation, attorneys fees and costs attributable to User's use of the premises.

- 5. User must provide and maintain General Liability insurance during the period covered by this Agreement insuring the Diocese of Monterey against liability for Bodily Injury (including death) and Property Damage from occurrences in or about the facilities or the use or condition thereof, with at least Combined Single Limits of \$2,000,000. Such policy or policies shall name as additional insured(s) the entities and persons named or described herein. This insurance shall be primary and any other insurance available to the Diocese or Parish shall not be called upon to contribute. The User may secure coverage to meet these Diocesan Insurance Requirements by purchasing coverage through the "Special Events Liability Insurance Program for Outside Users of the Diocese of Monterey facilities." Any alternative source for the User of this required insurance coverage must be evidenced by furnishing Certificate of Insurance and Policy Endorsement acceptable to the Diocesan Director of Insurance. These must be received by:

The Roman Catholic Bishop of Monterey, A Corporation Sole
 Attn: Director of Insurance
 PO Box 2048
 Monterey CA 93942

at least 20 days prior to use of the facilities. Said insurance shall provide the Certificate of Insurance and policy endorsement shall state that such insurance cannot be modified or cancelled without 30 days notice to the above address.

- 6. As used herein the term "Roman Catholic Bishop" includes the above named parish, The Roman Catholic Bishop of Monterey, A Corporation Sole, and all other constituent organizations of the Diocese, and their officers, agents and employees.
- 7. User will not use the premises for any purpose that is inconsistent with the parish's religious purpose or philosophy.
- 8. Parish may terminate this agreement and permission to use such facilities at any time without obligation except to refund any amount which User has theretofore paid.
- 9. User agrees to abide by the Guidelines for Rental of Madonna del Sasso Hall

Special Provisions (insert if any)

Date: _____ By: _____
(User)

Home Address: _____

Telephone #: _____

Date: _____
(Name of Parish)

(Name of Pastor)

**GUIDELINES FOR THE USE OF
MADONNA DEL SASSO PARISH HALL**
320 E. Laurel Drive
Salinas, CA 93906

1. The use of the Hall is restricted to the day it is assigned.
2. User takes the responsibility of informing guests that the Hall must be left with no damage done to the property.
3. A Parish On-site Event Manager will be present during your function and is available to answer any of your questions or help with facility needs.
4. Occupancy :
 - Full day rental – The hall will be opened at _____ or 1 hour before the party is to begin (by on site Event Manager only). All events and music must end by 10:00 p.m. **Bar is to close at 10:00 p.m. or ½ hour before end of function whichever is earlier.** Music must stop at 10:00 p.m. User and User’s guests must leave **the premises by 10:30 p.m. taking all Users’ belongings; Parish will not be responsible for any of User’s property left on the premises.** The Parish’s On-site Event Manager will inspect and lock the facility at this time; **the Parish is responsible for the cleaning of the hall.** The Hall will be ready for decorating from 1:00-4:00 p.m. the day before the event.
 - A.M. ½ day rental is from 9:00 a.m. to 4:00 p.m. The hall will be opened at _____ or 1 hour before the party is to begin (by on site Event Manager only). All events must end by 4:00 p.m. Bar and music to close at 3:30 p.m. or ½ hour before end of function whichever is earlier. User and User’s guests must leave **the premises by 4:00 p.m. taking all Users’ belongings; Parish will not be responsible for any of User’s property left on the premises.** The Parish’s On-site Event Manager will inspect and lock the facility at this time; **the Parish is responsible for the cleaning of the hall.** The Hall will be ready for decorating from 1:00-4:00 p.m. the day before the event.
 - P.M. ½ day rental is from 6:00 p.m. to 10:00 p.m. The hall will be opened at **4:00 p.m.** or 1 hour before the party is to begin (by on-site Event Manager only). All events and music must end by 10:00 p.m. **Bar and music to close at 10:00p.m. or ½ hour before end of function whichever is earlier.** User and User’s guests must leave **the premises by 10:30 p.m. taking all Users’ belongings; Parish will not be responsible for any of User’s property left on the premises.** The Parish’s On-site Event Manager will inspect and lock the facility at this time; **the Parish is responsible for the cleaning of the hall.** The Hall will be ready for decorating from 1:00-4:00 p.m. the day before the event.
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5. No cooking is allowed in the kitchen. Ovens maybe use for warming only.
6. The following are authorized for use during an event:
 - Use of tables and chairs
 - Use of refrigerator for the day of the event (Refrigerator must be emptied at the time the premises is vacated)

Use of coffee makers
Use of ovens for warming only

7. Outside doors are to be closed, but not locked, during all functions.
8. Decorations may be used in designated areas only. Decorations are limited to table arrangements only. **There shall be no decoration nailed, taped or tacked on walls, windows, or ceilings.** If you wish to keep your decorations, please remove them carefully immediately after event.
9. Madonna del Sasso Church office must be notified if any alcoholic beverage is to be served. If any alcoholic beverage is to be served at an event where a fee is charged for admission or for the alcoholic beverage, a liquor license from the Alcohol Beverage Control must be obtained by the User and displayed at the site at the time of its use. The proper bar license must be shown to the Parish's Hall Manager 20 days prior to the event. All alcoholic beverages must be kept inside the building or in designated patio area only.
10. If any type of alcoholic beverage is to be served at any event, a minimum of two (2) security guards will be obtained by the Parish's Hall Manager and paid for by the User in addition to the User Fee and the Security Deposit.
11. The Parish's On-site Event Manager will inspect the premises including patio areas and parking lot after each function and determine if the security deposit will be returned. If there is any damage to the hall, premises, or equipment, he/she will assess the amount of the damage and report findings to the Parish Office. Damage amount will be deducted from the amount of the security deposit to be returned. Should the damage amount exceed the amount of the deposit, the User will be liable for the additional amount to cover damages. If it is determined that the facility, patio areas and parking lot have been left in clean and undamaged condition by the On-site Event Manager, the full amount of the security deposit will be returned. If damages do not exceed the amount of security deposit, the remaining portion of the deposit will be returned. You may pick up your check at the Parish Office after five (5) working days following the event.
14. **ABSOLUTELY NO DRIVING ON PATIO AREA (FULL DEPOSIT WILL BE FORFEITED IF THIS RULE IS BROKEN)**

I have read the above and will comply

Signature

Date

FACILITY USE FEES:

FULL DAY RENTAL WHOLE HALL W/ KITCHEN	\$2,000.00 USE FEE plus \$750.00 DEPOSIT
FULL DAY RENTAL WHOLE HALL W/O KITCHEN	\$1,800.00 USE FEE plus \$750.00 DEPOSIT
½ DAY RENTAL WHOLE HALL W/ KITCHEN	\$1,700.00 USE FEE plus \$750.00 DEPOSIT
½ DAY RENTAL WHOLE HALL W/O KITCHEN	\$1,525.00 USE FEE plus \$750.00 DEPOSIT
FULL DAY RENTAL ½ HALL W/ KITCHEN	\$1,700.00 USE FEE plus \$ 750.00 DEPOSIT
FULL DAY RENTAL ½ HALL W/O KITCHEN	\$1,525.00 USE FEE plus \$750.00 DEPOSIT
½ DAY RENTAL ½ HALL W/ KITCHEN	\$1,525.00 USE FEE plus \$750.00 DEPOSIT
½ DAY RENTAL ½ HALL W/O KITCHEN	1,325.00 USE FEE plus \$750.00 DEPOSIT
¼ HALL W/O KITCHEN	\$1,150.00 USE FEE plus \$750.00 DEPOSIT

HALL DEPOSIT FEE IS TO BE PAID AT TIME OF CONTRACT SIGNING. THE REMAINING BALANCE OF USE FEE IS TO BE PAID IN FULL ON OR BEFORE 30 DAYS OF THE SCHEDULED EVENT.

IN ADDITION TO THE USE FEE AND SECURITY DEPOSIT, IF ALCOHOL IS SERVED, THE USER IS RESPONSIBLE FOR THE COST OF SECURITY GUARDS. IF THE NUMBER OF PEOPLE PRESENT AT THE EVENT EXCEEDS 50, AN ADDITIONAL GUARD IS REQUIRED FOR EVERY **50 PEOPLE** OVER THE INITIAL 50 PEOPLE. THE COST OF **THE GUARDS WILL BE AT THE RATE OF \$21** PER HOUR FOR THE FIRST 8 HOURS AND \$30 PER HOUR FOR EACH ADDITIONAL HOUR.

MADONNA DEL SASSO PARISH HALL

320 E. Laurel Drive
Salinas, CA 93906
422-5323

NAME OF USER _____ TELEPHONE _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

DATE OF EVENT _____ TIME OF EVENT _____ TO _____

CHECKLIST:

HALL DEPOSIT: AMOUNT PAID \$ _____ DATE OF PAYMENT _____

USER FEE: AMOUNT PAID \$ _____ DATE OF PAYMENT _____

SECURITY GUARDS: AMOUNT PAID \$ _____ DATE OF PAYMENT _____

____ # OF GUARDS @ \$21 PER HOUR \$ _____
@ \$31 PER HOUR \$ _____ GUARD AMOUNT DUE \$ _____

HOURS OF EVENT CONTRACTED _____ DATE CONTRACTED _____

PROOF OF INSURANCE _____ DATE RECEIVED _____

NAME OF INSURANCE CARRIER _____

LIQUOR LICENSE _____ DATE RECEIVED _____

NAME OF CATERER _____ PHONE NUMBER _____

NO DRIVING IS ALLOWED ON THE PATIO
FAILURE TO COMPLY WILL RESULT IN FORFIT OF THE ENTIRE DEPOSIT

SET UP WILL BE PROVIDED BY PARISH STAFF AS PER FLOOR PLAN
USER IS NOT RESPONSIBLE FOR PUTTING TABLES AND CHAIRS AWAY

SIGNATURE OF USER _____ DATE _____

SIGNATURE OF HALL REPRESENTATIVE _____ DATE _____

HALL DEPOSIT RETURNED \$ _____ DATE OF REFUND _____

SIGNATURE OF USER _____ DATE _____

SIGNATURE OF HALL REPRESENTATIVE _____ DATE _____