

**St. Nicholas Catholic Church**  
**Gym/Cafeteria Rental Contract**  
**6461 E. St. Nicholas Dr.**  
**Sunman, IN 47041**

1. The Gym/Cafeteria will be rented to registered parishioners and non-parishioners 21 years and older.
2. Proof of insurance, rental fee and a signed contract must be given to the Rental Manager to schedule an event.
3. Parish activities will always take precedent over parishioner or non-parishioner events. A parishioner has preference over a non-parishioner 6 months before the event date. Events scheduled by a non-parishioner 6 months or less before the event date will not be bumped.
4. Lights, heat, water faucets and cleanliness must be returned to their original condition and all doors must be locked at the end of the event.
5. In preparing for an event such as a wedding, we request that no decorations be put up before 1:00 PM on Friday. No bubble machines are permitted and all decorations must leave the buildings unchanged. All evening events must be finish by 11:30 PM.
6. No drinks should be served/consumed upstairs unless special permission is obtained. If alcohol is served a licensed bartender is required and must be provided by the renters.
7. Smoking is not permitted; we are a smoke free facility.
8. Renters are responsible for all damages while renting the Gym/Cafeteria and a one-million-dollar damage and liability insurance policy must be obtained by the renter for each event, listing Saint Nicholas Church as the beneficiary.

**Clean up guidelines are as follows:**

1. Tables and chairs are to be washed and allowed to dry then placed back into their original location.
2. All floors (upstairs and downstairs) are to be swept and mopped clean (gym, cafeteria, restrooms, stairs, entry etc.)
3. Any dishes, glasses, ice buckets, pitchers etc. that are used must be washed, dried and put away.
4. Do not turn off any breakers in the cafeteria.
5. As previously mentioned, check to make sure water faucets are turned off in the cafeteria and restrooms.
6. Also, check to make sure gas stove burners are turned off in the cafeteria.

7. All garbage should be put in the dumpster. If dumpster is full, put bags on top of the dumpster and place new trash bags in all garbage cans.
8. Turn off all lights (inside and outside).
9. All litter from the grounds must be cleaned up 1 hour before the first Mass on Sunday.

**Fees will be as follows:**

	PARISHIONER	NON-PARISHIONER
Wedding Reception	\$250	\$400
Any Other Party	\$150	\$250
Small Party (cafeteria only)	\$50	\$80
Non-School Basketball (3 hours)	\$50	\$50
Non-Parish money making projects	\$750	
Non-Profit Organizations	\$750	
Parish Center	\$100	

Chair rental fee for 10 chairs \$2.50

Table rental fee \$2.50 each or \$5.00 for table with 10 chairs

I (we) herein make application to use Saint Nicholas \_\_\_\_\_ Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_ Equipment on \_\_\_\_\_ (date), from \_\_\_\_\_ (time) to \_\_\_\_\_ (time) for the purpose of \_\_\_\_\_.

Insurance Provider: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Date \_\_\_\_\_

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Approved by:

St. Nicholas Hall Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved at the \_\_3-23-2017\_\_ Parish Council Meeting