

**St. Clare of Assisi, O'Fallon, IL**  
**Fellowship Hall & Kitchen Rental Agreement**

This **Rental Agreement** is made between St. Clare of Assisi Church and \_\_\_\_\_ (renter). The parties agree to the following:

**Facilities – Event/ Date/ Suggested Donation**

The Church shall make the Fellowship Hall available for purposes of \_\_\_\_\_ (the event). The Fellowship Hall shall be reserved for Renter on (date) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_. (*Time indicated should include decoration and clean-up time*).

**Donation for Parishioners:** \$75

**Donation for Non-parishioners:** \$200

Donations are requested by the day of the event.

**1. Rules:**

A. Maximum Occupancy Limit: 100

B. You may use the following items available in the kitchen for the event (Note: cabinets and drawers are labeled for your convenience):

- Trays, bowls, utensils, glasses, glass dishes and coffee makers in the kitchen . Everything used must be washed, sanitized (see procedures posted in kitchen), dried and returned to proper place.
- Kitchen towels and dish cloths - Please take home to wash and dry; return to kitchen drawer promptly. **Non-parishioners are asked to supply your own.**
- Refrigerator, as long as it does not conflict with parish events or soup kitchen drop-off. Please check with parish office on this.
- Ice maker, which is in the mechanical room (door on east side of Fellowship Hall) . Please do not leave the scoop inside the machine.
- Plastic gloves for serving food
- Small vases

C. Clean-up rules for the Fellowship Hall and Kitchen can be found in Appendix A.

D. Disposable dishes and utensils:

- a) **Option 1:** If you are using disposable dishes and items, please bring in your own bio-degradable or recyclable products unless this is a parish-sponsored event. We are committed to recycling (see details below) and, because of their negative environmental impact, the use of Styrofoam products and #6 plastic items is not allowed. Thank you for honoring this request.
- b) **Option 2:** You may purchase bio-degradable/recyclable plates and cups directly from the church. The prices for these products are as follows:
  - Large plates: \$.10 apiece
  - 7" Round plates: \$.04 apiece
  - 11 oz Bowls = \$.07 apiece
  - Forks , knives & spoons= \$.2 apiece (Not recyclable)

**If you choose Option 2, please notify the office a week in advance about the quantities you will need.**

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**E. Recycling Information:**

a) Single-stream recycling containers are located in the Fellowship Hall. Large items can be taken directly to the recycling dumpster located in the parking lot near parish office.

Please note that the following can be recycled:

- Cardboard and paper that has no food on it. Break down/flatten any cardboard boxes or containers.
- All plastic cups (numbers 1-5, and 7; NO #6) and insulated coffee cups. These must be emptied before placing in recycling container.
- Plastic cutlery **cannot** be recycled. Please place in trash can.
- Plastic bags are not recyclable on site, but can be brought to local grocery store for recycling drop off.

**F. Decorations:**

You are welcome to bring in decorations that can be placed on tables for your event. No items may be taped on a wall or hung from the ceiling.

**G. Tables/cloths:** The parish owns 21- 60” round tables, and 15 smaller high top tables. White tablecloths are available and can be rented for \$7 per cloth. You may also bring your own.

**H. Set-up** – Room set-up (done by the church staff) and decoration can only be done on the day of the event, not before (unless otherwise arranged through the church).

**For our event we will need \_\_\_\_\_ large tables and/or \_\_\_\_\_ high top tables.**

**We would like to rent \_\_\_\_\_ large tablecloths; \_\_\_\_\_ small tablecloths.**

2. **Cancellations** – Cancellations should be made at least one week before the scheduled event. Contact the parish office at 632-3562.

**I/We have read and understood this agreement and the policies it contains. I understand that if I/we or any of the guests or vendors at the event does not comply with this agreement or its policies the event may be immediately terminated by church, in its sole discretion, and/or all deposits made retained by church. I understand and agree that, in addition, I/we will be responsible and liable to church for any additional costs related to damage or exceptional cleaning services.**

\_\_\_\_\_  
Renter(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
St. Clare of Assisi Representative Signature

\_\_\_\_\_  
Date

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**Appendix A**

**St. Clare of Assisi Fellowship Hall and Kitchen Clean Up To-Do List**

**Fellowship Hall:**

- Wipe and dry all tables.
- Vacuum carpet (small vacuum cleaners are located in the sprinkler room – in the southwest corner of the gathering space).
- Remove all non-recyclable trash. Take trash cans outside before emptying trash bag. Take trash bags to Dumpster by parish office.
- Place recyclables in proper cans; see recycling information on Kitchen Information sheet. If they are overflowing, take to large recycle bin by parish office.
- If you had permission to use tablecloths, shake them outside and place them in net laundry bag in the mechanical room (door is on east side of Fellowship Hall).
- You do not need to move tables or chairs unless you have been asked to do so by parish staff.

**Kitchen:**

Please take good care of our Fellowship Hall kitchen – just as you would your own kitchen. We expect you will return it to spotless condition after its use.

- Wash and dry all dishes, utensils and other items before returning to original storage location. After washing in hot soapy water and rinsing, soak dishes in a bleach-warm water solution (1/4 cup bleach per gallon of water).
- Wipe and dry all countertops.
- Wipe and dry all sinks.
- Wipe up major stains or crumbs on floor. You do not need to mop.
- If vases were used, please wash, dry and return to cabinet.
- Do not leave leftovers in refrigerator or on counter unless pre-approved by parish staff for an upcoming function.
- If you want to donate unopened soda or packaged snacks (with a long shelf life) to youth, please contact Jane at 304-0757 to arrange that donation.
- Remove all non-recyclable trash. Take trash cans outside before emptying trash bag. Take trash bags to Dumpster by parish office. Trash bags are located under island in cabinet nearest kitchen entry door.
- Place recyclables in proper cans. If they are overflowing, take to large recycle bin by parish office.
- Take kitchen towels and cloths home to wash; return them promptly.
- Remove any dishes and containers you brought with you. Any dishes/containers left on the counter will be given to St. Vincent de Paul after 14 days.