

CHRIST THE GOOD SHEPHERD CATHOLIC COMMUNITY
18511 KLEIN CHURCH ROAD
SPRING, TX 77379
(281) 376-6831

APPLICATION AND CONTRACT FOR THE RENTAL OF INDIVIDUAL ROOMS

NAME _____

EVENT _____

ADDRESS _____

CITY AND ZIP _____

PHONE HOME _____ WORK _____ CELL _____

DATE REQUESTED _____ FROM _____ TO _____

NUMBER EXPECTED TO ATTEND _____

WILL ALCOHOLIC BEVERAGES BE SERVED? _____

I have read, understand and agree to abide by the attached conditions for use of individual rooms and request your approval to rent the stated facilities of Christ the Good Shepherd Catholic Community for the purpose stated above. I fully understand that I personally will be responsible for any damage or unspecified clean up incurred to the community facilities during our use.

SIGNATURE _____ DATE _____

		DUE	DATE	RECEIVED
RENTAL FEE	\$75.00	_____	_____	_____
DAMAGE DEPOSIT	\$25.00	_____	_____	_____
BASIC CLEANING FEE	\$25.00	_____	_____	_____

DEPOSITS TO BE RETURNED TO: _____

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CONDITIONS FOR THE RENTAL OF INDIVIDUAL ROOMS

THE FACILITY

Rooms in the Parish Life Center or Parish Activity Center can be rented by registered members of the parish for their own wedding receptions, anniversaries, or other approved events. The rooms will seat approximately 20 with tables and chairs. Rental of rooms does not include kitchen facilities.

Rooms are not available for any profit-making or business venture.

APPLICATION FOR RENTAL

All applications must be made through the Front desk during regular working hours – 9:00 am to 5:00 pm. No other employee or member of the Parish Ministry Team is delegated to make arrangements, reservations or rental transactions. In cases of two or more requests for specific rooms at the same time, requests made for ministry activities will come first, all other rentals will be on a first come, first serve basis.

Contract and Room Set-up sheets must be in the Parish Office no later than one month before the date of usage.

The deposit fee must accompany the application and contract. The reservation will be finalized on the parish calendar ONLY when this has been received and application has been approved. The other fees are due one month before the event.

SMOKING POLICY

NO!! SMOKING IS ALLOWED IN THE FACILITY.

SECURITY OFFICER

The renter is required to have at least one police security officer available, when alcoholic beverages are being served. (This will not be required for a single toast to the bride and groom). Additional security officers will be required when deemed necessary.

RENTERS INITIALS _____

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DECORATIONS

The walls, windows, lighting fixtures, etc. should never be used to secure decorations. Free standing decorations only are permitted.

ALCOHOL POLICY

Only beer, wine and champagne may be served. Renters must abide by the TEXAS LIQUOR LAWS including starting and closing hours. The SALE of alcoholic beverages in **PROHIBITED**.

The renter is required to have someone serve the beer or wine and pay to have at least one police security officer available, when alcoholic beverages are being served. (This will not be required for a single toast to the bride and groom).

The following risk reduction measures should be understood and must be supported by the Renter:

1. Alcohol must NEVER be served to minors.
2. Food should be served constantly throughout the event.
3. No alcoholic beverages may be brought into the event except those provided by the host.
4. All individuals should be observed throughout the event to make sure they are eating and not just drinking.
5. No one who is already intoxicated will be permitted to enter the large hall.
6. A pre-existing plan has been devised to handle an individual who has had too much to drink. Implementing this plan will be the joint responsibility of the security officer and the renter. It includes:
 - a. Alternative methods of transportation home after the event should an individual be in a diminished or incapacitated state and unable to drive their vehicle.
 - b. A method to limit or stop an individual's consumption should he or she have had too much to drink. (This detection method can be handled through simple observation. If the individual exhibits slurred speech, staggering or poor motor skill coordination, then no more alcohol may be made available to that individual).

7. No other controlled substance may be brought onto the property of Christ the Good Shepherd.

CGS FACILITY PERSON

A Facility Person will be on hand throughout the activity. This person will be totally responsible for the facilities, and has the authority to enforce the conditions of the contract and will advise the representative of the renter of any conduct or situation which will not be tolerated and which must be immediately rectified. Any assigned security officer for the event will receive instructions from the Facility Person.

The Facility Person will operate utilities (lights, heat, air conditioning), assist with furniture placement, empty trash cans as necessary and provide supplies needed to take care of spills etc.

The Renter must present themselves to the Facility Person at the beginning of the setup and at the start of the event. The Renter must be known and available to the Facility Person at all times.

OTHER RESPONSIBILITIES OF RENTERS

1. Ensure that food or drinks are not taken outside of the designated rental areas.
2. Ensure that people do not drift outside of the designated rental areas.
3. Ensure that, in cases of wedding receptions and parties that nothing, e.g. rice, birdseed or confetti is thrown in any part of the facilities, walkways or parking areas.
4. Ensure that no more than 100 people are present at the function.
5. Children should remain with their parents or be supervised and not be allowed to roam the halls or play in the parking lot or church grounds. You may want to consider having a nursery available for your guests. (Contact the Nursery Coordinator).
6. Do not operate the heating or air conditioning systems. The Facility Person will make any needed adjustments.
7. DECORATIONS MUST BE REMOVED AND DISPOSED OF BEFORE LEAVING OR THEY WILL BE THROWN OUT.
8. The Kitchen and Hall and the grounds outside should be left in the condition they were found when you came to decorate.

9. Report any damages to the facilities person.
10. Be generally responsible for the areas rented and treat them with the respect that would be expected for any facility in which one is a guest.
11. Ensure that the caterer adheres to these guidelines.
12. Ensure that all trash or decorations are bagged or are in trash containers.

PERIOD OF USAGE

The minimum rental fee includes three hours for the event and one hour to clear tables and take down decorations. The premise must be vacated at the end of this time or additional time will be charged at \$25.00 per hour or partial hour.

FEES AND DEPOSITS

1. Basic rental fee: \$75.00 for three (3) hours – plus \$25.00 for each additional hour. This fee includes the cost of a \$1,000,000.00 Liability Policy covering the event. Coverage does not include the first \$250.00 of liability.
2. Security is on an hourly basis per officer with a \$60.00 minimum per officer. At least one (1) security officer is required when alcohol is served. Required security personnel are hired at the renter's expense. Contact the parish office for the officer to contact.
3. A deposit of \$25.00 against damages must be paid at the time of the contract. This is returned two weeks following the use of the facility if there are no damages. Renters are required to cover any additional damages that may exceed the \$25.00 deposit.
4. If the facilities rental is canceled for any reason by the renter, (a) the full fee will be returned if cancellation is made prior to one month before usage date; (b) after that only one half of the rental fee will be returned.

This facility is the property of our Parish Family. We have a responsibility to use it wisely, to insure its proper care and upkeep for the good of the parish and to insure that private rental usage is not a financial drain on the parish community. We have written this policy to remind renters of their responsibilities.