



Holy Trinity Catholic Church

1200 Alpine Church Road NW | Comstock Park, MI 49321

Office: (616) 784-0677 | Fax: (616) 784-0678

Email: parishoffice@holytrinitycp.org | Web: holytrinitycp.org

RENTAL POLICY – SCHOOL BASEMENT CENTER HALL

(Revised August 2021)

STATES ORDERS & DIOCESAN DIRECTIVES

Holy Trinity Catholic Church will follow the state orders and diocesan directives regarding rental venue restrictions during public health or any other deemed emergency. *At any time, any booking* is subject to **change and/or cancellation** based on diocesan directives and state mandates.

DATES NOT AVAILABLE FOR RENT

The School Basement Hall and kitchen facilities are not available for rent during the following times:

1. There will not be a rental of the hall and kitchen after 4:00 p.m. any Sunday. If you have a rental before 4:00 p.m., your event's cleanup should be completed by 3:30 p.m.
2. **There will not be a rental of the hall and kitchen on a date prior to a parish, school or already booked rental function. Only one rental event, either booked in the school basement or family center, is permitted on a weekend.**

USE OF KITCHEN FACILITIES

1. Renters are permitted to use caterers or other persons of their choice to prepare and serve food for their event.
2. It is preferred that disposable plates and utensils be used to serve guests.
3. Renter/caterer will provide containers for leftover food and insure proper removal from the premises.
4. Renter/caterer and/or bartenders must clean all kitchen and bar utensils (if belonging to the Parish) and return them to their proper place.
5. Renter/caterer and/or bartenders must insure that all surface dirt is cleaned from all stoves, counters, sinks and appliances. All garbage should be taken out and placed in the dumpsters. Floors must be swept. Facilities must be left in the same condition as found.



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Remember: Use of the School Basement Hall is a privilege and it is understood that the function will be conducted in a responsible and orderly manner. Compliance with Hall Guidelines and policies is appreciated.

GUIDELINES

OPERATION OF SCHOOL BASEMENT HALL

1. Parish facilities are primarily used for Parish functions and the activities of Parish organizations. **It is not** the purpose of a Parish to engage in extensive rentals as a business. **For this reason, Parish facilities will be available for rental to contributing parishioners (with an active envelope of at least 12 months) and members of their immediate families only.** Preference for any given date and time will always be given to those functions which are in connection with religious events celebrated by the parish.
2. A calendar of scheduled events will be maintained. *Reservations for a hall use must be made in advance and a security deposit received.* It will be necessary for all parish organizations to determine dates of special events in the fall of each year to insure dates are available for the following year.
3. The hall calendar will be maintained by the Parish Secretary – please call 784-0677 to determine if your event date is available and can be scheduled on the calendar. Parish office hours are Monday-Friday, 9 am – 4 pm, with an hour lunch taken. Summer office hours (3rd week of June through 3rd week of August) are Monday-Thursday, 9 am – 4 pm, with an hour lunch taken; closed on Friday.
4. Keys and security deposit will be the sole responsibility of the parish office. There will be no other distribution of keys to the hall and kitchen areas unless the parish office decides the assignment is in the best interest of the Parish. Keys for supply lockers, storage cabinets, etc., will be provided, as needed, to those having use for same. *Once the keys are returned and the facility has been inspected, the security deposit will be mailed to the renter within a week.*
5. All hall equipment will remain in the hall. Equipment will not be loaned or rented out and will be appropriately marked and identified as belonging to Holy Trinity Church.
6. Exceptions and deviations to the guidelines will be at the discretion of the parish office.
7. **In case of an emergency during the rental of this facility, please call Chris Hodyna, from Holy Trinity's school maintenance, at (616) 520-7541.**



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8. The School Basement's capacity is 130 people according to the Fire Marshall.

GENERAL RENTAL POLICIES

1. **Fee:** The fee for the rental of the School Basement Hall shall be \$250.00; a \$50.00 deposit fee is also required. **The renter shall pay the hall fee amount, in full, two weeks in advance of the scheduled date of the function. The renter shall pay the deposit fee amount as soon as the event is booked so the event date will be held.** *Doors will not be unlocked the day of the event if full payment has not been received. The security deposit of \$50.00 will be made by the renter at the time the reservation is confirmed. Regardless if the rental fee is waived for an event, the deposit fee is still needed to book and hold your event date.* The security deposit will be returned after the event via the mail, within a week, after the keys are turned into the parish office. If renter cancels the agreement, the security deposit will be returned to renter only if the cancellation occurs more than 90 days prior to the rental date; the security deposit will be mailed within a week.
2. The security deposit and hall rental fee will be paid at the parish office during business hours. Parish office hours are Monday-Friday, 9 am – 4 pm, with an hour lunch taken. Summer office hours (3rd week of June through 3rd week of August) are Monday-Thursday, 9 am – 4 pm, with an hour lunch taken; closed on Friday. **The final hall rental fee will be paid to the office business manager two (2) weeks prior to the scheduled event.**
3. When reservations are confirmed and the security deposit is received, renter will give the parish a reasonable estimate of the number of persons expected to use the premises.
4. **Special events insurance charge: The rental cost includes this insurance charge. The paperwork for this insurance must be done two weeks prior to rental at the time when the rental fee is collected. This insurance requires the e-signature of the renter.**
5. The renter shall not sell alcoholic beverages upon the premises. Under no circumstances will alcoholic beverages be permitted outside the building.
6. Renters are responsible for covering all tables with tablecloths. The tablecloths are NOT to be removed during the function.



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7. No tape, tacks, colored crepe paper or other decorations are to be used on walls. All decorations must be discussed and approved by the parish office.
8. No outside equipment is to be brought into the hall (pop machines, etc.) Exception: Band and music equipment used for the event.
9. Music must stop promptly at 12:00 Midnight if your event is booked for this duration.
10. Renters must have all liquor, kegs, and other personal belongings out of the hall by 12:30 a.m.
11. Prior to leaving the hall, renter must remove all decorations, sweep the floor, clear all tables, and wipe them off. **All decorations must be attached to walls, doors, or windows with painter's tape or putty specifically designed to not remove wall paint.**
12. Renter agrees to replace or reimburse the Parish for any items that may become lost, stolen or damaged while responsible for the hall.
13. The School Basement is fully accessible to persons with physical disabilities. Service animals are permitted in the building; pets are not allowed.
14. Smoking is strictly prohibited in the school building. A smoking area is located outside the Family Center Alpine Church Road entrance.
15. **Your event rental is for the kitchen and School Basement room space only. Outdoor events are prohibited.**
16. Ample parking is available by the school building. Handicapped parking is available and marked accordingly.
17. **** Your rental of the School Basement is for the School Basement and includes kitchen privileges only. The Family Center is not included in the price of a School Basement rental and should not be entered or used. ****



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AGREEMENT

This agreement, made the _____ day of _____, 20____
Between HOLY TRINITY PARISH, hereinafter referred to as the Parish and

Hereinafter referred to as the Renter.

Witnessed, THAT THE parish does hereby grant use to the Renter of the hall located on the property of the parish. The hall shall be used by the Renter for his/her exclusive use.

Name: _____

Address: _____

Phone Number: _____ Event: _____

Term: The term of this agreement is for ____ day(s) commencing _____
20____, at _____ o'clock and terminating on _____, 20____, at
_____ o'clock.

Fee: The Renter shall pay the total sum of _____
Dollars (\$_____), in advance.

Use: The Renter agrees to use the premises only for the exclusive purpose listed above. The Renter also agrees to give the parish a reasonable estimate of the number of people expected to use the premises as prescribed in the Rental Policy of the Parish. Renter shall be required to provide supervision as appropriate. It is understood that Renter shall be responsible for the conduct of those who are on the premises as the result of the rental.

Compliance with Laws: The renter shall comply with all laws, ordinances, regulations and requirements of any or all federal, state or municipal authorities having jurisdiction over the Renter's activities.

Care of Premises: The renter shall occupy said premises during the term set forth in paragraph one (1), and during said term the Renter shall keep premises in good condition, usual wear and tear and damage by the elements excepted, and shall not alter the premises without the written consent of the parish.

Damages: Should the occupancy of the premises by the Renter cause any damage to the premises or furnishings, the Renter will be responsible for such damage.

Special events insurance charge: The rental cost includes this insurance charge.

Liquor: The Renter **shall not** sell alcoholic beverages upon the premises.



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Cancellation: The parish retains the right to cancel this agreement at any time up to three hours before the Renter’s scheduled event should any of the terms of this agreement not be met or complied with.

Capacity: The Renter agrees to limit the number of people occupying the hall at any given time to the legal capacity of the facility or the number of people specified.

Utilities: The Parish shall be responsible for supplying heat, light, electricity and water during the term of this agreement

Bar/Band Shutdown: The Renter agrees to closing down the bar and stopping the band no later than 12:00 Midnight and removing all liquor supplies and equipment from the hall by 12:30 A.M. if your event is booked for this duration.

Band Equipment: The Parish shall not be responsible for loss, theft or damage to any band or musical equipment left on the premises past the expiration of this agreement.

Deposit: The Parish requires the Renter to pay a security deposit of \$50.00. If the Renter cancels the agreement, the security deposit will be returned to him/her only if the cancellation occurs more than ninety (90) days prior to the rental date. The security deposit will be mailed to the renter within a week of the cancellation.

Balance: The total event fee of \$250.00 is to be paid to Holy Trinity Parish c/o Holy Trinity Parish, 1200 Alpine Church Rd., NW, Comstock Park, Michigan, 49321 two weeks before the scheduled date. The insurance paperwork will also need to be e-signed by the renter.

Termination: The Parish reserves the right to terminate this agreement at any time if the behavior of the Renter proves to be offensive to the representatives of the parish or to the moral and ethical standards of the community.

Renter may be notified in person or at the address given by Renter in this agreement. Renter shall notify the parish in writing, of any change of address forty-eight (48) hours prior to any changes of address.

Any provisions of this agreement, which may not be applicable, waived, or unenforceable, shall not affect any of the other provisions of this agreement.

This agreement is made and signed this _____ day of _____ 20_____.

Renter’s name

Renter’s address, city, zip

Holy Trinity Church representative