

St. Vincent de Paul Catholic Church
9500 Neenah Avenue
Austin, Texas 78717

Facility Use Agreement

General

We are a faith community and as such our mission is to reach out to members of our community. We are primarily a worshipping community and our facilities are designed to minister to the needs of the parish members. The use of our facilities should always be consistent with the expectations of the church community and the broader focus of the Catholic Church. There may be times when the facilities will be used for personal needs and by others outside the parish.

Priorities:

The following guidelines will be used to establish priority for the use of the facilities in the event of a conflict. The business administrator will be the arbitrator and resolve the conflicts. The priorities are as follows:

1. Any needs of the pastor and/or deacons
2. Religious education for our youth (K-12)
3. Rite of Christian Initiation of Adults/Children
4. Parish Organizations/Groups
5. Personal use by parishioners
6. Use by non-parishioners

A parishioner is defined as someone who has completed the parish registration forms and anyone who lives in the immediate household of said person and is active in the parish. Activity is based on the 3 areas of stewardship: time, talent and treasure. The facility must be used by the parishioner for their personal use and not for a group they belong to. The parishioner must be present at the event.

Reservations

Reservations may be made through the parish office during normal office hours on an availability basis. The use of the parish facilities includes the use of tables and chairs and if the kitchen is rented, it includes the use of the kitchen appliances. The use of the kitchen does not include the utensils, dishes, or paper products.

Reservations will be final after approval from the administrator, completion of the application form and receipt of the deposit fee.

Prior to the event a parish representative will conduct a walk through of the building noting the location of supplies for the restrooms, cleaning supplies, trash bags, dumpster location, safety equipment, thermostats, light switches and emergency phone list.

Security

A designated person from each group/organization will be responsible for the security of the buildings. If needed a key will be checked out to a responsible person who will also be instructed in the use of the security system.

Set up/Tear down

Each user of the facility is responsible for their own setup and tear down/ There is to be **no** sliding of chairs or tables over the floor. Anything that is broken must be reported to the business administrator as soon as possible. The facility is to be returned to the original setup after use unless prior approval has been granted to do otherwise. Always leave the facility in better condition than when you arrived.

Smoking/Tobacco

The facilities at St. Vincent de Paul are completely free from smoking and tobacco. As such, smoking or the use of tobacco is prohibited in all facilities or within 15ft of the entrances.

Alcohol

We wish to discourage the use of alcoholic drinks in our facilities. However, we recognize that there are occasions when some alcoholic beverages are desired. We expect people to act responsible when consuming alcohol and consumption must be in moderation. Any function involving the use of alcoholic beverages requires the use of properly trained security personnel.

Fees

There is a cost associated with the use of the buildings. A separate fee schedule is provided. The deposit fee is due with the application for rental. The use fee is due one week prior to the event.

Any questions regarding the above guidelines should be directed to the business administrator. Any exceptions to this policy require the approval of the parish business administrator and the pastor.

Information

Date of Event: _____

Name of User: _____

Parishioner: _____

Group/Organization: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Fax: _____ Email: _____

Hours of Event: Start Time: _____ End Time: _____

Facility Requested: _____

Purpose of Event: _____

Number attending this event: _____

There will be a: Dance _____ Meal _____ Lecture _____ Live Band/DJ _____

Alcohol Beverages will be present: Yes _____ (Security Req'd) No _____

Name of Security _____

Supplying this information to the church office does not indicate that the reservation is confirmed.

Terms and Conditions

Violation of any of the terms and conditions detailed below, may in the sole discretion of the Pastor of St. Vincent de Paul, result in the loss of total deposit and future use of the facilities.

1. Users shall not permit any unlawful business or activity in the Church premises and no use shall be made thereof which shall be unlawful, noisy, offensive, or contrary to the laws of the State of Texas or the City of Austin.
2. User assumes financial responsibility for: (a) repairing any damages to the facilities of St. Vincent de Paul caused by guests of the user before, during, or after the event, (b) replacing damaged furniture and/or equipment resulting from guests actions and (c) replacing any items taken by event guests from the church facilities.
3. User accepts the facility in its present condition. User further agrees he/she is renting the facility in its "AS IS" condition and agrees that the facility is suitable for user's needs.
4. User shall have competent adult supervision at all times during the rental period.
5. User agrees that this agreement is not assignable to any other person or entity without written permission of the Pastor of the Church.
6. NO SMOKING is allowed in any of the parish facilities.
7. Rental Fees are published on a separate schedule. User agrees to clean facilities prior to departure and will forfeit the deposit fee if the facilities are not cleaned. The facility will be inspected by the business administrator after the event and upon a successful inspection the deposit fee will be returned within 10 business days.
8. St. Vincent de Paul Church is no responsible for any items left in the facility before, during or after the event.
9. Security personnel are required for each event where alcohol is consumed. User is responsible for providing security personnel.
10. St. Vincent de Paul Catholic Church has the right to terminate this agreement without notice if the User has misrepresented any information or the User fails to adhere to the terms and conditions. The church may terminate this agreement for any reason by providing User at least 45 days written notice prior to the date of the event.

11. User may terminate this agreement by providing written notice to the Church at least 45 days prior to the date of the event. If notice is provided 15 to 44 days prior to the date of the event 50% of the deposit fee will be forfeited. If notice is provided less than 15 days prior to the date of the event the 100% of the deposit fee will be forfeited.
12. This agreement is the entire agreement of the parties, and there are no oral representation, warranties or promises pertaining to this agreement not incorporated in writing in this agreement.
13. Special provisions (if any)_____
14. Indemnity. User shall indemnify and hold St. Vincent de Paul Church harmless and its officers and agents, from all claims, suits, whether groundless or not, or on account of any damage to property or injury (including death) to which may occur or be alleged to occur in connection with the performance of this agreement. User assumes all risk of damage or injury to User's property or from any cause whatsoever.

User has read and understands the above outlined application and agrees to abide by all requirements and terms and conditions. User has received a copy of this document.

_____ Date _____
Signature of User

On behalf of St. Vincent de Paul Catholic Church, I accept this application

_____ Date _____
Signature of Administrator or Pastor

St. Vincent de Paul Catholic Church
Rental Fee Schedule

<u>Description</u>	<u>Hourly Fee</u>	<u>Deposit</u>
Dining Room w/kitchen	\$70.00	\$200.00
Main Room	\$100.00	\$250.00
Complete Facility	\$150.00	\$300.00
Portable #1	\$50.00	\$125.00
Portable #2	\$50.00	\$125.00

In addition if user needs to use the sound system there is an addition charge of \$150.00.

Fees include the use of the facility for the time requested and one (1) hour for setup. ***Any additional setup time will be charged at the hourly rate.***

Registered parishioners using the facilities for their own personal use will pay 50 percent of the above hourly fee.

Reservations will not be accepted without payment of the deposit fee. All fees to be paid a minimum of one (1) week prior to the event.

Contact Information

St. Vincent de Paul Office
512-255-1389

Fax
512-246-2373

Josie Kleypas, Parish Business Administrator
512-255-1389 ext 221
512-331-5629
512-914-2471