

**THE UPPER ROOM RENTAL CONTRACT**

772 Ohio Ave, Midland PA 15059

724.396.6177

The Upper Room/St. Augustine Parish, (hereinafter called Lessor) agrees to rent its hall located at 772 Ohio Ave, Midland PA (hereafter called premises) to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Said premises to be rented on **(date)** \_\_\_\_\_ with set up no earlier than three hours prior on day of rental. Event will begin at **(time)** \_\_\_\_\_ and premises will be vacated by **(time)** \_\_\_\_\_. **No event can extend beyond a total of six hours from stated beginning time (above) and all events must vacate premises no later than 12 a.m.** (Example: if event begins at 3 p.m., premises must be vacated by 9 p.m.). Vacating the premises after your designated closing time will result in the forfeit of your security deposit. **The cost of the rental shall be \$50 for private events no larger than 100 people (example: bridal showers, birthday parties) and \$100 for public events or private events larger than 100 people (example: fundraising events, open invitation events, award banquets).**

**The Hall is available for use to individuals on a first come-first serve basis. Call Jen for available rental times.**

**Explain the nature of your function and activities to be held (The Upper Room staff reserves the right to refuse rental if event is not approved).**

\_\_\_\_\_  
\_\_\_\_\_

In consideration of the use of premises, Lessee agrees:

- 1) To pay a **\$50.00** deposit fee to reserve date of event. **This is non-refundable.** The balance must be paid **10 days prior to the event unless arrangements are made with the office.** The **security deposit of \$25.00** will be returned within 10 days following the event provided no property damage or property loss has occurred.
- 2) You must purchase an insurance policy from the Pittsburgh Diocese to provide general liability coverage when liquor is served. The cost of the coverage is \$125 each event.
- 3) To call 724.396.6177 if your event is cancelled after you have reserved the hall.
- 4) The kitchen area is available for warming of food only. Lessee is not allowed to prepare and cook meals. Lessee must provide own glasses, silverware, pots, pans and all other supplies.
- 5) If alcohol is provided at the event, all State and Local laws and ordinances regarding the use and consumption of Alcoholic beverages must be strictly complied with. No persons under 21 years of age shall be served, furnished, or consume alcoholic beverages on the parish grounds. Alcoholic beverages shall neither be served after 11:30 p.m. nor consumed after midnight. Alcohol is not allowed to be sold on the premises.
- 6) It is your responsibility to set up & clean up.
- 7) Assistance with music, instruments, sound or lighting is not included.



## UPPER ROOM RENTAL RULES

**(please bring this page with you the day of the event)**

We hope you have a fantastic event! Here are a few things you will need to know:

- We will unlock and lock the doors for you the day of your event. If you want to set-up the day before, please contact us to check on availability.
- Please cover the computer lab tables with the gray tablecloths, located under the computer lab. You may also use your own tablecloths. Remove, fold & return them at the end of your event. If they are dirty or stained, please leave them on one of the tables for us to clean. *NO food or drink may be served or placed on these tables to protect the computers.*
- Please take a photo of the room before you set-up and return the tables and chairs to that position when you are done. You are free to rearrange the room as you desire for the event.
- If you need extra tables, please let us know a week before your event. Extra chairs are located in the stairwell near the kitchen.
- You may use the refrigerator, stove and microwave. Please be sure oven is turned off before you leave.
- You may bring crockpots or warmers to use during your event.
- Please do not use any paper products, K-cups or condiments/food items, as these are for the programs led by The Center & St. Augustine. You may use the Keurig with your own K-cups.
- You are free to use any serving utensils or reusable trays- please make sure they are clean before you leave.
- Please do not leave any leftover food in the refrigerator.
- The light switches are in the small hall where the bathrooms are located (at the very front of the building on the left of the stage area). Please be sure to turn off the lights before you leave.
- You may use the air conditioners. If they are not on when you arrive, please be sure to turn them off when you leave. If they are on when you arrive, please turn them to a low setting when you leave.
- Please take out all garbage from the main room, kitchen and bathrooms at the end of your event. Trash may be put in The Center's or St. Augustine's dumpsters (in the Center or rear St. Augustine parking lots)
- Please replace all garbage cans with garbage bags (extra bags are located in the drawers in the kitchen).
- No one is permitted in the balcony area or small room (on the right as you enter the large space), or the lower level of the building.
- Please clean all tables, sweep the floor, wipe down the sinks in the bathroom, and clean any spills before you leave. Cleaning supplies are found in the closet to your left as you enter the building and under the sink in the kitchen.

If you have any questions, please let us know. We will do our best to help you as needed the day of your event, but cannot guarantee someone will be on-site.

Thank you!