

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 on day of rental*.
Event will begin at **(time)** _____ and premises will be vacated by **(time)** _____. **All events must vacate premises no later than 12 a.m.** Vacating the premises after your designated closing time will result in the forfeit of your security deposit.

The Hall is available for use to individuals on a first come-first serve basis. Contact Jen at jen@midland.center or 724.396.6177 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 the event is not approved).

In consideration of the use of premises, Lessee agrees:

- 1) To pay a **\$50.00** rental fee + **\$25.00** deposit fee to reserve date of event. **This is non-refundable if you choose to cancel your rental.** *The full amount (\$75.00) + the rental form MUST be received before we reserve the space for you. The **security deposit of \$25.00** will be returned within 10 days following the event provided no property damage or property loss has occurred. If paying with a check, please make both to St. Augustine (one for \$50 payment & one for \$25 for the deposit).*
- 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) The kitchen area is available for warming of food only (the stove can be used by flipping the switch in the breaker box located in the kitchen. *Please flip the switch to "off" before you leave.*) Lessee must provide own glasses, silverware, pots, pans and all other supplies.
- 4) 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 person 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.
- 5) It is your responsibility to set up & clean up.
- 6) Assistance with music, instruments, sound, or lighting is not included.

- 7) This is a smoke-free facility and smoking will not be permitted anywhere in the facility, including the restroom areas. Anyone violating this rule will be asked to leave the premises.
- 8) Abusive or profane language and violent behavior will not be allowed at any time.
- 9) When finished leave the premises, including kitchen & stove, neat, clean, and free of materials that were brought in for the event. All trash must be gathered, placed in the receptacles provided and taken to dumpster. All decorations must be removed including the area outside hall. The parking area must be left free of trash, bottles, etc.
- 10) The Lessee is liable for any theft or damage to the premises or property, or both arising from the negligence of lessee or lessee's patrons, clients, friends, invitees, licensees, or others whom the Lessee permits to come on the premises. Lack of supervision of such persons who remain on the premises shall be considered as negligence.
- 11) The Lessee shall be liable for any and all personal injuries sustained on the premises as a result of Lessee's use of the premises.
- 12) To discharge, release and hold harmless the Lessor, Lessor's employees, Saint Augustine, the Diocese of Pittsburgh, the Bishop of Pittsburgh, and their successors and assigns, from debts, claims and demands, costs, expenses, damages, actions and causes of action, which Lessee, Lessee's patrons, clients, friends, licensees, or others whom lessee permits to come upon premises, may now have or may hereafter have as a result of Lessee's use of the premises during the time above stated, whether arising from personal injuries, theft, property damage or any other cause whatsoever.

IN WITNESS WHEREOF, the parties have set their hands on this day (date) _____.

By: St. Augustine Parish (Lessor)

Lessee (must be 21)

Name of Organization (if applicable)

(FOR OFFICE USE ONLY)

Rental Due: \$50 Security Deposit: \$25
We accept cash or checks made out to St. Augustine

Date	Total Due	Amount Paid	Balance
_____	<u>\$75</u>	_____	_____

Security Deposit Paid? Y/N _____

Security Deposit Refund? Y/N _____ Check # _____ Date _____

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, *and* the space is available to do so, **you will be charged an additional day's rental (\$50)**
- 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.
- Extra chairs are located in the stairwell near the kitchen.
- Please do **NOT** use tape on the walls. It is ruining the paint.
- You may use the refrigerator, stove, and microwave. Please be sure oven is turned off before you leave. The oven can be accessed by turning it on in the breaker box in the kitchen & must be 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 and put away before you leave.
- Please do **NOT** leave any leftover food in the refrigerator.
- The light switches are by the stage area where the bathrooms are located (at the very front of the building on the left). 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 STEM 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 on the day of your event but cannot guarantee someone will be on-site.

Thank you!