

FACILITIES USE (PARISH CENTER)

SINGLE USE RATES

MEETING SPACE	CAPACITY	BASE HOURS	MAINTENANCE DEPOSIT*	STANDARD RATE (INCLUDES DEPOSIT)	PARISHONER RATE (INCLUDES DEPOSIT)	ADDITIONAL HOURLY RATE
GYMNASIUM	250	6 hours	\$ 250.00	\$ 750.00	\$ 600.00	\$ 100.00
CLASSROOM	26	3 hours	\$ 150.00	\$ 225.00	\$ 180.00	\$ 75.00

***Cancellation Policy**-Deposit will be refunded if cancellation is made with a minimum 48 hours notice to the actual event.

***Weather Policy**-Events can be rescheduled due to weather constraints subject to venue availability.

RECURRING USE RATES

MEETING SPACE	CAPACITY	BASE HOURS	SECURITY DEPOSIT	STANDARD RATE	PARISHONER RATE	ADDITIONAL HOURLY RATE
GYMNASIUM	250	3 hours	\$ 250.00	\$ 300.00	N/A	\$ 100.00
CLASSROOM	26	3 hours	\$ 150.00	\$ 225.00	N/A	\$ 75.00

***Security Deposit** is refundable at the end of the term, provided there are no damages to the premises, and all maintenance fees are paid in full.

FACILITIES USE (ST. BASIL)

MEETING SPACE	CAPACITY	BASE HOURS	MAINTENANCE DEPOSIT	STANDARD RATE (INCLUDES DEPOSIT)	PARISHONER RATE (INCLUDES DEPOSIT)	ADDITIONAL HOURLY RATE
UPPER LOUNGE	75	3 HOURS	\$ 100.00	\$ 300.00	\$ 250.00	\$ 150.00
LOWER LOUNGE	50	3 HOURS	\$ 100.00	\$ 300.00	\$ 250.00	\$ 150.00
KITCHEN*		3 HOURS	\$ 100.00	\$ 300.00	\$ 250.00	\$ 150.00
LIBRARY	25	3 HOURS	\$ 100.00	\$ 300.00	\$ 250.00	\$ 150.00
CHAPEL	200	3 HOURS	\$ 100.00	\$ 300.00	\$ 250.00	\$ 150.00

***Kitchen Policy**-NO STOVE USE. Rate includes Kitchen space use.

Cancellation Policy-Deposit will be refunded if cancellation is made with a minimum 48 hours notice to the actual event.

Weather Policy-Events can be rescheduled due to weather constraints subject to venue availability.

ST. THOMAS AQUINAS PARISH

103 Center Street, Bridgewater, MA 02324
508-697-9528

Parish Facilities Use Agreement

Parish facilities are made available to external organizations and individuals for a fee between the hours of 8:00 am and 10:00 pm with approval by the St. Thomas Aquinas Parish Administration under the following conditions:

1. The undersigned and their guests agree to use the premises for the stated purpose, and access only those areas defined in the agreement for the duration defined in the agreement.
2. The undersigned and their guests agree to general restrictions below:
 - a. All conduct must conform to the morally acceptable norms of the Roman Catholic Church.
 - b. Number of guests in gym not to exceed 220 people, classrooms not to exceed 30 people.
 - c. No alcohol.
 - d. No candles or lit flames.
 - e. No confetti or other small bits of paper, streamers, Mylar, or metallic materials.
 - f. No children allowed in the kitchen.
 - g. No food or drink (except water) allowed in classrooms.
3. The undersigned and their guests agree to leave the premises in clean, safe, and secure condition.
 - a. Dispose of all wastes/recycling in receptacles provided.
 - b. Restore all surfaces to clean condition (counters, tables, desks, floors).
 - c. Check bathrooms – toilets flushed, faucets off, lights and fans off, surfaces neat and dry.
 - d. Check kitchen – gas burners/oven off, items returned to cabinets, faucets off, sinks wiped dry, left-over food removed.
 - e. Lights out.
 - f. Doors secure (if staff event facilitator is not assigned for opening and closing).
4. The undersigned and their guests understand that failure to leave the premises in acceptable condition will result in maintenance fees billed at \$50 per hour and may jeopardize the privilege of using the facilities in the future.
5. The undersigned accepts on behalf of organization and their guests, responsibility for any damages caused to the facilities during the use.

EXECUTED this _____ day of _____, 20_____

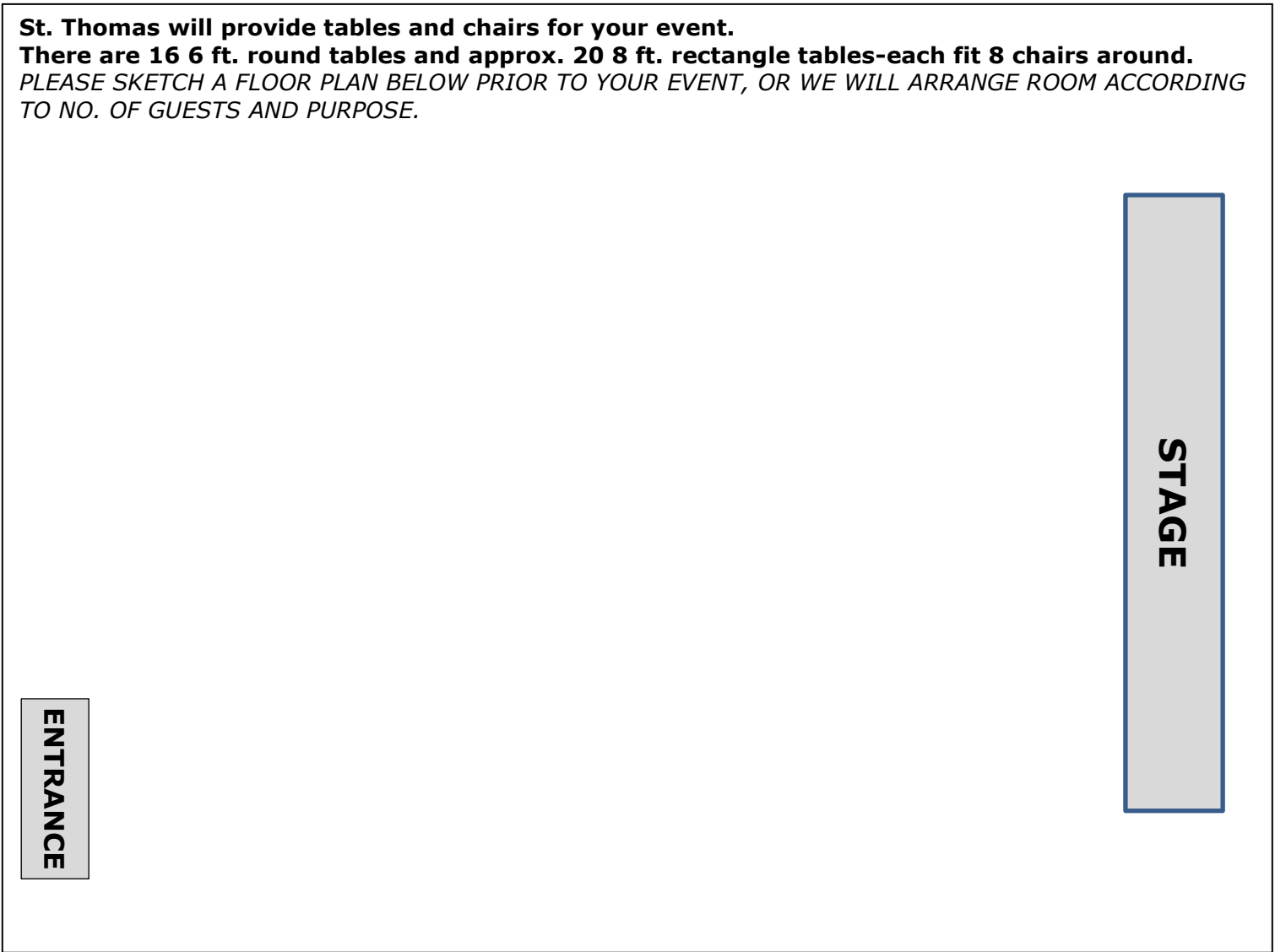
Signed:

Print Name:

**ST. THOMAS AQUINAS PARISH
RENTAL INFORMATION FORM**

TODAY'S DATE:		EVENT DATE:	
GYM <input type="checkbox"/>	CLASSROOM <input type="checkbox"/>	RENTER CONTACT NAME:	
PURPOSE OF RENTAL:			
PHONE #'S /		# OF GUESTS (Not to exceed 250):	
SET-UP TIME:		FUNCTION START TIME:	
FUNCTION END TIME (No later than 11pm):			
COMMENTS/SPECIAL REQUESTS:			
YOUR ROOM COORDINATOR:		PHONE:	

St. Thomas will provide tables and chairs for your event.
There are 16 6 ft. round tables and approx. 20 8 ft. rectangle tables-each fit 8 chairs around.
PLEASE SKETCH A FLOOR PLAN BELOW PRIOR TO YOUR EVENT, OR WE WILL ARRANGE ROOM ACCORDING TO NO. OF GUESTS AND PURPOSE.



PLEASE.....NO CONFETTI
NO OPEN FLAMES
NO ALCOHOL

ST. BASIL'S CHAPEL-THE CATHOLIC CENTER-
508-531-1346
122 PARK AVENUE, BRIDGEWATER, MA 02325

TO RESERVE, PLEASE
CALL TINA AT THE
PARISH OFFICE -
508-697-9528

BUILDING USE AGREEMENT

Day/Date of Event: _____ **From:** _____ **AM/PM** **To:** _____ **AM/PM**

Organization Requesting Use: _____

Contact Person: _____

Email Address: _____

Purpose of Use: _____

COST: _____ Parishoner Fee which includes Kitchen Use (\$200)
Non-Parishoner Fee (\$250)
Clean-up/Maintenance Fee (\$50 for Parishoner and Non-Parishoner)

Area of Building Requested:

<input type="checkbox"/>	Library (Upstairs)	<input type="checkbox"/>	Kitchen (Downstairs)
<input type="checkbox"/>	Coffee Area (Upstairs)	<input type="checkbox"/>	Lounge (Downstairs)
<input type="checkbox"/>	Living Room (Upstairs)	<input type="checkbox"/>	Chapel (Requires permission)

Payment Received: _____ **Date:** _____ **Check#:** _____

Number of People Expected: _____ **Food to be served:** Y/N

I agree to use the Catholic Center's premises only for the purpose(s) stated above. To allow access only to members of the above-named organization, to use only the agreed upon areas of the building and to leave the facility clean and neat as I found it. I agree to be out of the building by 9:00pm. I agree to wash all dishes and cooking utensils and to put them away, and to take rubbish to the dumpster. I understand that failure to abide by the terms of this agreement will jeopardize my organization's privilege of using the building in the future, and i accept responsibility on behalf of my organization to pay for any damages during use of the building.

In consideration of the Parish of St. Thomas Aquinas, Bridgewater, Massachusetts, which also includes the Catholic Center and St. Basil's Chapel, Bridgewater, Massachusetts, allowing the undersigned and their guests to use the premises for the above purpose and times listed, the undersigned agrees as follows:

The undersigned and their guests will enter the premises at the Catholic Center at their own risk. The undersigned and their guests understand that they are in no way Licensees or Invitees of the Parish and/or the Roman Catholic Archdiocese of Boston (RCAB) and further that Parish and RCAB are in no way responsible for the safety of the undersigned and their guests.

The undersigned hereby discharges and releases the Parish and RCAB, its Trustees and Beneficiaries, Agents and Employees from all claims, suits, damages or liabilities which may result from the use of the premises by the undersigned.

The undersigned and their guests hereby agree to indemnify and hold harmless the Parish and RCAB, its Trustees and Beneficiaries, Agents and Employees from any and all claims, suits, damages or liabilities (including attorney's fees) which may result from the use of the premises by the undersigned or any of the undersigned's guests.

This Building Use Agreement shall be binding on the undersigned and the undersigned's heirs, executors or administrators and shall insure to the benefit of the Parish, RCAB, its Trustees and Beneficiaries, Agents and Employees and their respective Successor, Assignees, Heirs, Executors and Administrators.

By signing this document, I represent that I have read it in its entirety, that I understand what it means (including that I am giving up any rights I may have to sue the Parish and RCAB if I am injured on its property) and that I have to indemnify the Parish and RCAB if sued by any guests, and that I agree to its terms.

Signed: _____ **Date:** _____

Print Name: _____

(In case of emergency, please contact Fr. Bill Devine at (508)-697-9528 and/or Campus Police at X1212)

Advisor's Signature: _____

Contact Info/Email: _____

Phone # that can be reached during the Event: _____