



## RESERVATION POLICIES AND INSTRUCTIONS

### FACILITY USE GUIDELINES

St. Michael’s Episcopal Church is committed to serving both our congregation, outreach partners, and the wider community by offering our facilities for various events and functions. This document outlines the terms and conditions under which our facilities may be rented. All events must end by 10:00 p.m.

For **weddings**, engagement with the church community and consultation with our Rector, The Very Rev. Robert Beazley, are prerequisite steps.

### Booking and Payments

- A 50% booking deposit is required at booking for events scheduled more than 30 days out, with the balance and security deposit due 10 days prior to the event.
- Bookings made within 10 days of the event require payment in full at the time of reservation.

### EVENT FEES

The following fees are for events that do not exceed three (3) hours. For all rentals longer than three (3) hours, the fee is prorated. The security deposit will be returned seven (7) days after your function, provided that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the function period. If damages occur that are more than the security deposit, the applicant agrees to pay for the extra damages. Discounts are available for church members in good standing, current preschool parents, and non-profit organizations. Contact the church office for more information.

Space	Base Rate (3 hrs)	Add'l Hours	Security Deposit
Church (Sanctuary)	\$300	\$100	\$300
Parish Life Center	\$200	\$65	\$200
PLC w/ Kitchen	\$275	\$85	\$275
Conference Room	\$100	\$35	\$100
PLC Cleaning Fee*	\$200		

\*Required for events with 30 or more people where food is served.

## **TERMS OF AGREEMENT**

This Facility Rental Agreement is entered between St. Michael's Episcopal Church "Owner" located at 4499 Sharp Road, Mandeville, LA 70471 and "Renter". The parties hereto, intending to be legally bound, and in consideration of the mutual covenants hereinafter contained, agree as follows. Any use of space at St. Michael's Episcopal Church, located 4499 Sharp Road, Mandeville, LA 70471, is made at the discretion of the Rector.

### **1. Cancellation Policy:**

- a. More than 30 days' notice: Deposits refunded.
- b. Within 30 days: Retention of booking deposit.

### **2. Damage Charges:**

- a. The security deposit will be used for any damages incurred. The deposit can be a check or money order given at the time of booking or a valid credit card on file will suffice.
- b. In the event that damage charges exceed the security deposit, the Renter will pay all monies within 14 days after Renter has received a bill from Owner for repairs.
- c. Failure to do so will result in collection activities, and Renter will be responsible for attorney fees and collection costs.

### **3. Adherence to CDC or Local Health Guidelines**

In the case of any novel virus, Renter agrees to adhere to and follow all CDC and local health guidelines concerning the steps necessary to limit the spread of such virus. Owner reserves the right to notify Renter of such guidelines, and Renter will comply with the guidelines as provided. Guidelines are subject to change, as necessary, to be in compliance with CDC guidelines and best practices, and Owner reserves the right to make such updates.

### **4. Release and Hold Harmless**

Renter agrees to release, hold harmless and/or indemnify Owner, including Owner's agents, employees, insureds, and representatives, from any and all liability, damage, expense, suit, and costs of defense (including reasonable counsel's fees) arising from any injury or damage including but not limited to bodily injury, personal injury, emotional injury, sickness from novel disease transmission or property damage which may result from Renter or Renter's guests or invitees using the premises at 4499 Sharp Road, Mandeville, Louisiana, its entrances and exits, and surrounding areas, for Renter's purposes, regardless of whether such injury or damage results from the negligence of Owner, including Owner's agents, employees, insureds, representatives, or otherwise.

### **5. Insurance**

Renter shall be responsible for carrying general liability insurance, including coverage for bodily injury, property damage and personal injury liability in an amount of no less than \$300,000 and medical of \$5,000. Renter shall name Owner as an Additional Insured. A certificate of insurance shall be provided to Owner at least fourteen (14) days prior to the event.

## **6. Assignment and Sublicensing**

Renter shall not assign any interest in this Agreement or otherwise transfer or sublicense the Rented Space or any part thereof or permit the use of the Rented Space to any party other than Renter.

## **7. Interference**

Renter shall use the Space in a manner which shall not cause interference with the use or occupancy of the other portion of the building by the Owner or others in any way. Renter's use hereunder will be in such a manner so as not to interfere with or impose any additional expense upon Owner in maintaining the building. Renter must provide proper respect for other events, including church-related events, that may be occurring at the same time. Interference with other events may result in suspension of Renter's event.

## **8. Renter's Responsibilities**

- a. Renter may only use the Rented Space during the contracted time.
- b. Adequate time must be included in the rental for set-up and clean up. Deliveries, set-up, and clean up must be performed during contracted time. Renter(s) must make their own arrangements to receive deliveries of equipment and food during contracted time. Any exceptions must be specifically approved in advance by the Parish Administrator.
- c. Premises must be left in the same conditions in which they were found, including the removal of all decorations. All trash must be bagged and removed to the dumpster.

## **9. Limitation of Use**

- a. The Rental Space and Owner's building may not be used for any purpose which is inconsistent with St. Michael's Episcopal Church and the Episcopal Diocese of Louisiana's mission and vision.
- b. The Rental Space and Owner's building may not be used in connection with any sanctioned political organization or meetings or any events that espouse political views.

## **10. Decorations**

- a. Use of tacks, tape, glue, nails, or any other item used to affix decorations that may result in damage to flooring, ceilings, walls or furnishings in the facility is prohibited.
- b. Renter must review and receive approval for all decoration plans with the Parish Administrator before the event.

## **11. Vendor Policies**

Renter is fully responsible for vendors regarding clean-up, garbage removal, conduct and damage or excessive cleaning for Owner. Renter will be solely responsible and may be charged and/or lose any claim to security deposit.

## **12. Rules and Regulations**

The following is a list of rules and regulations to be upheld by Renter, their guests and vendors.

**a. Behavioral conduct**

- i. All music must be kept at a reasonable level and turned off at 10:00 p.m.
- ii. Renter is responsible for the conduct of the guests attending the event.
- iii. Smoking is prohibited at all times and in all portions of the buildings.
- iv. The use of profane or vulgar language or behavior is not permitted.
- v. Disorderly event attendees shall be immediately escorted from the premises.
- vi. Animals, except for guide animals, are prohibited.

**b. Alcoholic beverages**

- i. Renter must adhere to all Louisiana and St. Tammany Parish laws.
- ii. Renter agrees to pay for third party security services (rent-a-cop) for the duration of the event, if the Parish Administrator deems it necessary.
- iii. No one under 21 may be served alcohol.
- iv. Alcohol may only be sold with a permit and only with the approval of the rector.

**c. Food preparation and handling**

- i. Kitchen must be left clean and orderly. Trash must be placed or disposed of in designated containers.
- ii. All plates, pots, pans, platters, etc. need to be scraped of all food before being put in the dishwasher. Sinks must be cleaned.
- iii. All leftover food must be removed from the facilities.

**d. Any group using the kitchens will be responsible for providing their own supplies.**

- i. Coffee, tea, sugar, cream, etc.
- ii. Paper products
- iii. Other disposable items.

**e. Open flame candles are prohibited.**

- i. Votive or hurricane styles may be used with a bottom to collect any wax.

**15. Governing Law & Venue**

This Agreement shall be governed by Louisiana Law. Both parties consent to venue in St. Tammany Parish, Louisiana.

**16. Disputes**

Owner and Renter agree that this Agreement is not a lease or a sublease of space but is merely a license to use the Rented Space. The parties hereby waive trial by jury in any action brought by either of them arising in any way in connection with this Rental Facility Agreement, without limit, the relationship of Owner and Renter and/or any claim of injury or damage. Renter hereby waives any and all notice periods provided by law for Tenants including, without limit, the notice to quit and the notice of an Owner's intention to re-enter premises.

## **17. Attorney's Fees**

If Owner has to file any legal action to collect any amount owed under this Agreement from Renter, Renter is responsible for all attorney's fees and court costs. If there is any legal action filed by either party to enforce the terms of this Agreement, the prevailing party will be entitled to reasonable attorney's fees and court costs.

## **18. Miscellaneous Provisions**

- a. This Agreement contains the entire agreement between the parties and shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties hereto.
- b. No indulgence, waiver, election or non-election by Owner under this Agreement shall affect Renter's duties and liabilities hereunder.
- c. The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.
- d. The descriptive headings used are for convenience of reference only and are not intended to have any effect whatsoever in determining the rights or obligations of the parties.
- e. If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

**ST. MICHAEL'S EPISCOPAL CHURCH FACILITY RENTAL AGREEMENT**

Today's Date \_\_\_\_\_ Renter's Full Name \_\_\_\_\_

Renter's Organization and TIN \_\_\_\_\_

Event Name \_\_\_\_\_ Space:  Church (Sanctuary)  PLC  PLC w/  
Kitchen  Conference Room  Conference Room w/ Kitchen

Date of Event \_\_\_\_\_ Recurring Dates \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Hrs \_\_\_\_\_

Event Description:

**2. Fees and Deposits:**

a. Rental fee: \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

Check, money order, cash included

Payment by credit card or Venmo require additional paperwork through the church office.

**IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.**

**RENTER:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Address Phone

\_\_\_\_\_  
City/State/Zip Email

**OWNER: St. Michael's Episcopal Church of Mandeville**

\_\_\_\_\_  
By: Date