

**Our Lady of Guadalupe Parish and Shrine
Facility Rules and Guidelines**

The Facilities/Hall are available under the term and conditions set forth herein:

Please read and initial after each statement.

1. One adult (Renter) must be responsible for the scheduled event and be registered as such on the rental agreement. _____
2. Due to the San Angelo Diocesan policy the Renter must pay \$100.00 for Liability Insurance no later than 3 weeks prior to the event. _____
3. The event must conclude on or before 1 A.M. _____
4. Any electrical/mechanical equipment to be brought into the facility must be approved by the office staff, electric roasters are NOT allowed you MUST use chafing dish with fuel. _____
5. The use of any equipment requiring 220 voltage is not allowed as there is no availability on our grounds. _____
6. NO TOBACCO of any kind allowed in any part of the building. _____
7. All children under the age of 14 MUST be under Adult Supervision at all times. Children CANNOT be allowed outside of the All Saints / San Juan Diego Hall such as foyer, kitchen area and outside of building without Adult Supervision while attendance of the event. _____
8. Our Lady of Guadalupe Parish and Shrine is not liable for the loss of or damage to any item brought onto the property. _____
9. NO BYOB events are allowed. If alcohol will be served at the event the Renter is responsible for providing alcohol for guest and to assure that the alcohol that will be served is in place before the event begins. **No additional alcohol may be brought in during the scheduled event. Alcohol must be removed from premises immediately after the event.** _____
10. When alcohol is served the Renter must have 2 Security Officers in attendance during event. _____
11. Renter must pick up key at parish office by noon the day before the event (Friday if event is on Sunday). _____
12. Renter must return key to parish office by noon the day after the event (Monday if event is on Saturday). _____
13. **Renter is responsible for cleaning the hall and removing all trash from hall including from the restrooms at the end of event in order for deposit to be returned.** _____
14. **Renter is liable for the cost of any repairs as a result of any damage to the building or furnishings as well as for any additional cleaning required as a result of inadequate cleaning by the renting party and deposit will be forfeited.** _____
15. **Signature on agreement, \$500 deposit in cash or certified check, copy of driver's license and a credit card are needed for a valid Rental Agreement. Total Rental fee due 20 days prior to event.** _____
16. Complaints from surrounding neighbors who call into our Answering Service about loud music or noise will result in the termination of the event immediately and **NO REFUNDS** will be given. **Deposit will be forfeited.** _____

Violation of these policies and procedures will result in the forfeiture of the event.

All Saints Hall Rental \$500 Deposit + \$700 + \$100 Liability Insurance = \$1,300 (*\$1,400.00 w/kitchen)

San Juan Diego Hall \$500 Deposit + Rental \$600 + \$100 Liability Insurance = \$1,200

Rental Agreement

Hall: _____

Rental Date: _____

Renter: _____

Address: _____

2 Phone numbers: _____

Renter Signature

Date

Office Staff Signature

Date

Explanation of OLG Rental Fees

ALL SAINTS HALL

Cash or certified check	
Deposit due upon signing Rental Agreement returned if rental agreement is in compliance	\$500.00
Rental Fee & Special Events Liability Insurance due no later than 20 business days before event	\$800.00 (*w/o Kitchen)
Total	\$1,300.00

*All Saints Hall with Kitchen rental is an additional \$100.00

SAN JUAN DIEGO HALL

Cash or certified check	
Deposit due upon signing Rental Agreement returned if rental agreement is in compliance	\$500.00
Rental Fee & Special Events Liability Insurance due no later than 20 business days before event	\$700.00
Total	\$1,200.00

FOR OFFICE USE ONLY

Event start time: _____

Event end time: _____

Approximate number of guests: _____

Will you be serving food? Yes_____ No_____

Will you be serving alcohol? Yes_____ No_____