

Catholic Campus Ministry Center Rental Policy Agreement

as of October 2013

3650 Colonel Glenn Highway
Fairborn, Ohio 45324
Phone: 937-426-1836

Reservations

- Reservations can be taken anytime that the Center administrator is available to receive one, via phone or e-mail request.
- For wedding in which Fr. Edward Burns is presiding, the date and time must be added to the calendar by Fr. Ed.
- All reservations are subject to Catholic Campus Ministry functions which have first priority.
- No reservation will be scheduled until the Hall Rental Contract has been signed and all money is paid.
- Keys to the building will be provided on the day of the event, unless other arrangements have been made with CCM staff. Please note that we have a security system (see Security section below). Keys must be returned immediately after the event unless other arrangements have been made.

Hours Available

- The St. John Bosco Center is available for use from 9:00am to 12:00am, Monday-Saturday. Sunday hours are limited.
- Additional hours may be available during the summer.
- The renter will not have access to the building prior to their scheduled renting time unless arrangements are made through the administrative assistant.
- Days and Times of availability may vary, depending on the needs and ministries of Catholic Campus Ministry.

Student Groups

- All WSU policies regarding student organization events are to be followed when events are hosted at the Catholic Campus Ministry Center. Policies are listed in the current year Student Handbook.

Room Specifics

- General
 - The entire facility is a non-smoking building, including the outdoor patio areas.
 - Any windows that were opened should be closed and locked at the conclusion of the event.

- Eisert Multi-purpose Room
 - The Eisert Multi-Purpose room has a maximum capacity of 70 people.
 - Tables may be rearranged to suit the activity, but should be returned to their original position at the end of the event.

- Rohmiller Lounge
 - The Rohmiller Lounge has a maximum capacity of 15 people.
 - Furniture regularly in the Rohmiller lounge is not to be moved. Any other table or chairs moved into the lounge must be returned to their original location before the end of the event.

- Kitchen
 - The kitchen is to be kept clean at all times. Prior to the end of the event, all dishes and silverware belonging to CCM must be washed, dried and put away. Countertops are to be cleaned. The floor must be swept and mopped.

- Worship Space
 - St. John Bosco Chapel is only to be used for religious services, speakers, or musical performances. Any event to be held in the Chapel must receive approval from the Director.

- Fire Pit/Outside Space
 - The outdoor patio is also available for rent. It is possible to rent outdoor tables and chairs from WSU's Event Services. Tables and chairs belonging to CCM may not be taken outside. CCM has two gas grills that are available for rent as well. There is a \$10 charge for gas. We must be notified at least a week in advance if the grills are desired for use. The renting group may also provide their own propane and tank.
 - The fire pit is also available for use. Groups must provide their own firewood; please note that the State of Ohio is strictly regulating the movement of firewood. Firewood must be procured from within Greene County. At the end of the event, party must ensure that the fire is completely out. A hose is available on the side of the building. We reserve the right to restrict fire pit use during abnormally dry conditions.

Rental Fees

- There is a \$25 fee for student groups using the Eisert Room (e.g. RA programming).
- There is a \$75 fee for University Departments to use the Eisert Room.
- There is a \$150 fee for active parishioners, WSU student groups and other affiliated groups to use the chapel (e.g. weddings).
- There is a \$300 fee for non-affiliated persons or groups to use the chapel.
- An additional deposit of \$100.00 is required to secure the center for all events and to cover the possibility of damages or clean-up of the facilities. The deposit is fully refundable within 48 hours of the scheduled event.
 - If less than 48 hours is given to cancel the event, the Renter may forfeit all or

part of the deposit. Part or all of this deposit is refundable after it has been determined that there is no damage or extra clean-up necessary to the facility.

- The security deposit/rental charges are due at the time the reservation is scheduled. Failure to pay the security deposit/rental charge in a timely manner will result in the cancellation of the contract.
- All fees can be paid in cash or by check, made out to Catholic Campus Ministry. If the reservation is secured with a check and it is returned by the bank for whatever reason, a \$30 fee will be charged and the reservation will be cancelled. Should this occur, a new reservation can be made, but it must be paid for in cash.

Decorations

- Any decorations must be approved by a member of the CCM staff.
- Any decorations that are attached to the walls, ceilings or floors must be done so with masking tape ONLY. Nails, screws, tacks, duct tape, wire, etc. are not permitted.
- All decorations and tape must be removed before leaving.
- No tape may be adhered to the exterior of the building (except doors), signs on the lawn, etc. Any damages or clean up necessary to signs, interior/ exterior of the building or the patio will result in a loss of your deposit.

Table and Chair Setup

- The Renter is responsible for the proper set up, take down, clean up and storage of the tables and chairs for your event.
- After the event, the multipurpose room is to have the tables and chairs restored to the same set-up as before the event. All tables and chairs must be returned in their proper order. Failure to follow these simple instructions will result in the loss of your deposit and/or of the use of the hall in the future.

Kitchen Use

- The Renter is welcome to use all appliances/utensils/cookware and other related products in the kitchen.
- All items used should be properly cleaned and stored after the event.
- All appliances should be cleaned and turned off before leaving the premises.
- The Renter is welcome to use hand towels, potholders and aprons that are located in the bins in the kitchen. All soiled kitchen linens should be placed on the ground next to the kitchen trash can for cleaning. All kitchen linens that are not soiled should be refolded if necessary and placed in their proper place.
- Refrigerator
 - The Renter is welcome to use whatever space is available in the refrigerator. Items that are in the refrigerator may be rearranged to accommodate the needs of the Renter. However, items in the refrigerator after the event should be restored to their original place.
 - The Renter is not allowed to use items from the refrigerator that are the property of the Catholic Campus Ministry.

- The Renter should seek permission before leaving any food behind in the refrigerator from a staff member of Catholic Campus Ministry.
- Stove/oven use—very important!!
 - Cleaning: Appliances should be cleaned prior to leaving the premises.
 - Fire extinguisher: Fire Extinguishers are located in the office hallway.
 - No frying: There is to be no frying of any kind in the kitchen or on the patio.
- Dishwasher
 - The Renter is welcome to use the dishwasher for the event.
 - Please note that when using this dishwasher **ALL** food and other particles must be scraped and rinsed from all tableware before they are sent through the dishwasher. Failure to do so will cause food to be left on the dishes and can cause damage to the dishwasher.
 - All damages to the dishwasher are the responsibility of the Renter.
- Linens
 - Use of any table linens that are the property of the Catholic Campus Ministry Center is prohibited. The Renter should secure his/her own table coverings/linens from his/her own means or from a rental company.
 - Should the Renter secure table linens from a rental company, he/she is responsible for the delivery and pickup of all table linens.
- Tableware
 - The renter is allowed to use the tableware (dishes/silverware/glassware) owned by Catholic Campus Ministry.
 - Any items used should be properly cleaned and stored at the conclusion of the event.
 - The Renter is responsible for any and all damage to the tableware. Damages will be reduced from the security deposit. Should the amount of damages be higher than the security deposit, the Renter is responsible for covering said damages by payment in cash within seven (7) days of the event.

ALCOHOLIC BEVERAGES—Alcoholic beverages are not permitted at events hosted at CCM.

Parking

- Parking is permitted in Catholic Campus Ministry driveway during the scheduled event only if the event is during regular business hours. Parking is available in Lots 9 & 10 (visitors must get a permit from the Visitor gate at Lot 2. Visitor parking permits can also be secured from Parking Services to send to your guests prior to the event. Email visitorparking@wright.edu.) Permits are generally not necessary for any lot after 6 on weekdays and anytime on the weekends.

Clean-up

- The Renter is responsible for clearing the facility of all possessions upon leaving the facility, including clearing and cleaning the tables, chairs, and kitchen area (including stove/oven/ refrigerator/dishwasher).
- All trash is to be removed and should be placed in the trash cans outside the building.

- Catholic Campus Ministry is not responsible for any articles left behind.
- Failure to properly clean any or all parts of the Center used will result in a forfeit of your deposit.

INJURIES—Injuries sustained on the entirety of the parish premises should be reported to the Catholic Campus Ministry Center’s main office as soon as possible. In the event of an injury on the premises, please secure the name, address, and phone number of the injured person; the date and time of the accident; exact location of the accident; name(s) of possible witnesses with phone numbers; a brief description of how the accident happened. Catholic Campus Ministry requires all children be supervised by an adult at all times.

Security System

- Arrangements must be made with CCM staff to arm/disarm the security alarm system if the event begins or ends outside of our normal business hours. If the alarm is accidentally set off by any party renting the facility, any charge by our security company will be the responsibility of the renter.

Recycle

- Please use recyclable materials as much as possible. Catholic Campus Ministry recycles glass, aluminum, plastic and paper. Please place items in the proper container.

Damages

- Damages or unusual maintenance may result in the loss of the security deposit as well as loss of any future rentals with Catholic Campus Ministry.
- In addition, if the cost of the damages or excess maintenance is above the amount of the security deposit, the Renter is responsible for paying the excess cost, in cash, within seven (7) days of the event.
- Unusual maintenance includes failure to properly return the kitchen area to its original state; any tape, adhesives, banners, or posters left on the wall or other areas of the building, food fights or excessive food left on the floors, leaving the restrooms excessively dirty or in disrepair, litter inside or outside the facility; using other rooms in the Center that were not approved upon signing this contract, or any abuse of any kind administered to the facility.

Catering

- Catholic Campus Ministry does not provide any catering nor recommend any caterers. Please check the internet or yellow pages of the phone book for caterers.
- Caterers **must** contact Catholic Campus Ministry at least one week prior to the event to arrange access to the building and to become familiar with what is/is not allowed at the Catholic Campus Ministry Center.

PLEASE RETAIN THIS AGREEMENT FOR YOUR REFERENCE

St. John Bosco Chapel & Center
Rental Policy Agreement

(SECURITY DEPOSIT/RENTAL FEE DUE WHEN CONTRACT IS SIGNED)

DATE: _____

Catholic Campus Ministry hereby leases/rents its:

- Eisert (Multipurpose) Room_____
- Patio/Grounds_____
- Kitchen_____
- Rohmiller Lounge (Entry)_____
- St. John Bosco Chapel_____
- Other (Please specify)_____

Renter(s) Name(s): _____

Renters Organization: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Date of Event: _____

Type of Event: _____

TIME the event **BEGINS** and **ENDS**:

Preparation **TIME** (this is the time needed for set up BEFORE the event begins):

Hall rental Price: \$_____

Security Deposit: \$_____ (to be refunded approximately one week following the scheduled event if there is no damage caused to Catholic Campus Ministry or necessary clean up by staff is required following the function.)

AGREEMENT

Catholic Campus Ministry hereby agrees to the above information and holds the Renter responsible for any and all claims or actions by anyone arising out of the use of any of the facilities of the St. John Bosco Chapel & Center during the period of time in which the Renter is renting the facilities. By signing below The Renter acknowledges that he/she has been provided with a copy of the Rental Hall Policy Agreement to review prior to signing this contract and has read and agrees to abide by all policies and instructions as outlined in the Catholic Campus Ministry Rental Hall Policy Agreement and this Hall Rental Contract. Furthermore, the Renter acknowledges that by signing this contract, he/she is liable for all damages to the Catholic Campus Ministry (interior/exterior) and that such damage could result in the forfeiture of the security deposit as well as paying for **any** expenses in excess of the security deposit. The Renter understands that failure to comply with any and all policies could result in legal action necessary to rectify any damages to Catholic Campus Ministry.

The rules and regulations set forth in the Rental policy are **STRICTLY ENFORCED!!!**

RENTER'S SIGNATURE

CATHOLIC CAMPUS MINISTRY STAFF

DATE

One copy of the Hall Rental Contract should be given to the Renter. The original copy of the Hall Rental Contract will be retained by Catholic Campus Ministry.

OFFICE USE ONLY

Did the Renter comply with the above contract? Yes____ No____

Were there any damages to the interior or exterior of the facilities or any cleanup necessary that was in excess of normal usage: Yes____ No____

If yes, please explain:

REVISED: January 2013