

***SAINT MARIA GORETTI PARISH***  
***1601 DERSTINE ROAD***  
***HATFIELD, PA 19440***  
***WWW.STMARLAGORETTI.NET***  
***TELEPHONE: 215-721-0199***

**Saint Maria Goretti Parish Rental Policy**

The following Rental Policy contains important information regarding the use of Drexel Hall located in the education center building. It is imperative that you read and review the items listed. Please note that the Rental will be considered NULL and VOID if the application for Drexel Hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Rental Committee. The application date is the date the application is mailed or otherwise provided to the applicant. If you have any questions regarding the policy and its guidelines please contact **Geri Salanik** at the Parish Center at **(215)721-0199 ext. 205**.

1. Application – SMG Drexel Hall applications may be obtained from the SMG website or by calling the Parish Center at the above number. All rentals for any parishioner, non-parishioner or Church organization require an application. No rental shall be considered or date held until a completed and executed application is submitted to the Rental Committee together with the appropriate fees (including the necessary security deposit), at a time no later than two weeks after the application date. All rentals are subject to the approval of the Rental Committee.
2. Rental Fee – Drexel Hall Rental
  - Non-Parishioner - \$350.00
  - Parishioner - \$250.00

The Rental Fee must be paid in full at least 15 days prior to the rental date or with the application, whichever is the sooner.

3. Cancellation Policy – a written cancellation request must be received by the Parish Center office. Refunds will occur as follows:
  - a. If the written cancellation is received greater than 30 days – full refund of rental fee.
  - b. If the written cancellation is received between 30 and 15 days – full refund less \$50.00 cancellation fee.
  - c. If the written cancellation is received less than 15 days – full refund less \$100.00 cancellation fee.
4. Time – Each rental event shall be for a period of four (4) hours. The rental also includes one hour prior to event to set up and one hour after to cleanup. Additional time (over the four hour rental time for the function) is subject to the approval of the Rental Committee at an additional cost of \$50.00 per additional hour. Additional cost is determined and subject to change by the Rental committee. Additional time must be requested at the time of application.

5. Capacity – The maximum capacity of SMG Drexel Hall shall be no more than 200 people seated for meetings or conferences.
6. Set-Up – the event set-up may begin 1 hours prior to the event. If there is no preceding event, set up may begin earlier at the Rental committee discretion.
7. Decorations – Decorations shall be limited to tables only. No wall or ceiling decorations shall be allowed.
8. Smoking Policy – This facility is a NO SMOKING facility and will be enforced.
9. Religious Ceremonies – Religious ceremonies MAY NOT be performed in the SMG Drexel Hall or any part of the SMG Education Center complex. We are a Catholic Church, in communion with our leadership, and as such require the use of the Church for Catholic Weddings, Baptisms and Funerals. This agreement does not imply use of the Church, which requires express permission from the Pastor.
10. Indemnification/Hold Harmless – The renting party, by executing the application form, shall agree to indemnify and hold harmless the Saint Maria Goretti Parish, its agents, employees, and priests, as well as the Archdiocese of Philadelphia from and against any and all claims, damages, losses and expenses, including attorney’s fees, resulting from the renting party’s use of the facilities.
11. Damages – any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the damage to SMG Drexel Hall to its original condition.
12. Amendments - The SMG Drexel Hall rental agreement may be amended by the Rental committee to fit the particular needs of the rental party.
13. Insurance – Your rental party agrees to provide a Certificate of Insurance, extension from your homeowners, or business policy for General Liability Insurance. The policy limits of at least \$1,000,000, and such coverage will be in force for the duration of your event or activity. An alternative is an application can be requested for General liability Insurance policy from the Archdiocese of Philadelphia, at a cost of \$140.00.
14. SMG Drexel Hall Clean-up – The renting party is responsible for cleaning the rental area, making sure all rubbish get deposited into the proper trash dumpster.
15. Kitchen Clean-up – The renting party is responsible for the cleanup of kitchen area. Countertops should be washed, microwaves and other appliances should be cleaned, bathrooms cleaned. Floors should be swept; trash should be placed in the proper outside dumpster, coffee urns should be washed, clean sinks and surrounding area. Do not leave excess food, condiments or leftovers in the refrigerator or freezer without approval of the Rental Committee. **PLEASE CHECK OFF RENTAL HALL CHECK LIST.**
16. Cooking – only the preparation of cold foods and warm up of precooked hot foods will be allowed.
17. Kitchen Usage – in kitchen area the rental party/caterer may use the following: coffee pots, coffee urns, beverage dispenser, refrigerator, freezer and microwave (for warm up only).
18. Alcoholic Beverage Policy – Saint Maria Goretti Parish does not promote, nor supply the apparatus for consumption of alcoholic beverages. If a rental party wishes to serve alcoholic beverages, they must do so in a responsible manner and adhere to the alcohol consumption laws of Pennsylvania.

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**Policy Adherence**

Date of Event \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

I have read, agreed to adhere to, the rental policy guidelines of St. Maria Goretti Parish.

Signature: \_\_\_\_\_

Date \_\_\_\_\_ (Please initial each page of the agreement as visible proof of assent)

**Rental Agreement**

Rental Party \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Rental Price \_\_\_\_\_

Security Deposit (Item 12) **\$200.00** \_\_\_\_\_

Signature of Rental Party \_\_\_\_\_

(Rental Party must be at least 18 years old)

Rental Committee Representative \_\_\_\_\_