

# Saint Patrick Parish

of the Emmaus Pastorate



708 Delaware St  
Colesburg, IA 52035  
563-928-7200  
[www.vibrantcatholic.com](http://www.vibrantcatholic.com)

## Rental Agreement for St. Patrick Parish Center

### Details Regarding Event:

Contact Name: \_\_\_\_\_ Group Representing: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time Needed: \_\_\_\_\_ to \_\_\_\_\_ Approx. # of People \_\_\_\_\_

### Facility Use Agreement:

- St. Patrick Church reserves the right to refuse rental of parish center to those who are not in sympathy with St. Patrick's principles and values.
- No smoking on Church property at any time.
- Renter must supply own supplies, including, but not limited to: paper products (plates, napkins, towels), coffee, tea, food products etc.
- Parish Center main area, kitchen, bathrooms, and grounds must be left in the same condition as at the beginning of the event. All garbage must be removed from premises immediately after the event.
- All tables and chairs taken down and placed back in the original position.
- Any personal property left on Church premises shall be at your own risk.
- Lights shut off and thermostat returned to the same position as when renter arrived.
- ALL areas of the Parish Center and grounds should be left as it was found. The deposit will be refunded within 14 days after inspection of the facility.
- Any damage to Church property will first be taken out of the deposit. The balance will be charged to the renter.
- Someone from the parish will unlock the Parish Center. NO KEYS WILL BE GIVEN OUT.
- If you have questions, call Sandy Klaus (563-543-0566) or Dean Boeckenstedt (563-580-9300).

**Rental Fees:**

Parishioner Deposit: \$200.00  
Parishioner Rental Fee: \$200.00  
Total Due: \$400.00

Non-Parishioner Deposit: \$250.00  
Non-Parishioner Rental Fee: \$250.00  
Total Due: \$500.00

Deposit and rental fee are due at the time the rental agreement is signed. All checks made payable to St. Patrick Church.

We have read the agreement and agree to abide by the terms and conditions as stated. We agree to maintain the Church property and grounds and leave all as found. St. Patrick Church, the Emmaus Pastorate, and the Archdiocese of Dubuque will not be responsible for any accidents or injuries. Any infractions of this agreement may result in loss of the security deposit, extra monetary charges, denial of further use of Church premises, and/or cancellation of this contract.

Signature

Applicant/Renter: \_\_\_\_\_

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

St. Patrick Business Manager: \_\_\_\_\_

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

Security Deposit and Rental Fee \$ \_\_\_\_\_ received on \_\_\_\_\_ by \_\_\_\_\_  
(Initials)

Security Deposit Returned \$ \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_  
(Initials)