



St. Teresa of Avila (STA) Catholic Student Center

Rental Guidelines/Policies for Avila Hall

Avila Hall address: 1604 Lincolnway Valparaiso, IN 46383

Mailing address: 1511 Laporte Avenue, Valparaiso, IN 46383

Rental Date/Time: _____

Event: _____

Name: _____

- Reservations must be submitted via the church office.
- St. Teresa's is a NON-SMOKING campus.
- Caterers are to be provided by the renter and must be approved by St. Teresa of Avila.
- Rental fee must be paid in full at time of signing the Rental Guidelines/Policies agreement.
- The length of time for the rental is **four hours**, unless otherwise negotiated by STA.
 - Additional hours: \$25.00 for each additional ½ hour. If you extend beyond the time limit additional monies will be withheld from your security deposit.
- A security deposit of **\$100.00** shall be paid by the renter at the time of signing the Rental Guidelines/Policies agreement.
 - This deposit shall be refunded within 10-14 business days after the rental date, subject to reduction for any damages or destruction sustained to the rental premises or equipment during the period of the agreement.
 - The renter further agrees to pay STA the actual cost to repair or replace any damaged or destroyed property in excess of the renter's security deposit.
 - The security deposit moreover, shall be retained by STA until such repairs or replacements are completed and approved by STA. This holds true only if the renter or their guests are responsible for such damage or destruction.
 - Furthermore, cancellation of this rental for whatever reasons by the renter or failure to pay the rental fee as agreed at least 30 days prior to the event shall result in forfeiture of the security deposit.
 - Under no circumstances shall the renter sublease or sublet the rental premises.
- Meeting prior to event: Please plan on coming in at least one week prior for tour of area.
- Decorating the hall:
 - There are no decorations permitted on the walls or the ceiling of the hall.
 - No Confetti or like items permitted
 - No Candles of any kind permitted unless approved by office
 - No sand, dance wax or any other like materials
 - No removal of current hall décor is allowed

- Alcoholic Beverages: NO ALCOHOLIC BEVERAGES ALLOWED
- Clean up: STA will provide trash bags and receptacles for the renter, which shall be used to clean the premises at the conclusion of the event. The renter shall remove all trash and place inside the dumpster located on the east side of the parking lot off of Lincolnway and leave the hall in the same condition as received.
- Coat Room: The coats may be hung on the racks provided in the lobby of the hall.
- Exclusive Controls: STA shall maintain exclusive control over the regulations of lights, heating, air conditioning and the use of kitchen facilities.
- Hold Harmless: The renter has control over the persons invited and admitted to the premises, the renter shall assume all responsibilities and insure all liability for injures caused by or resulting from the event, holding the STA harmless for all such injuries.

Agreement Acceptance

- I have read the attached Rental Guidelines/Policies for Avila Hall and accept them as written.
- I understand that my deposit in the amount of **\$100.00** is due today. (cash/check # _____)
- Rental fee in the amount of \$_____ is due at least 30 days before the event which is _____.

Signature: _____

(Deposit will be returned to the address below)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone numbers: (home) _____ (cell) _____

Office Use Only

Post Rental Hall Check		
Date:	Condition:	Notes:
Deposit Refund Sent		
Date:	Amount:	Check Number: