

**OUR LADY OF GRACE PARISH**  
**595 East Main Street**  
**Avon Park, FL 33825**  
**863-453-4757**

**GROGAN CENTER HALL AGREEMENT**

Name of Renter/Organization \_\_\_\_\_

Organization Representative \_\_\_\_\_

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

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Our Lady of Grace Parish (hereafter referred to as the "Parish") and

\_\_\_\_\_  
(hereafter referred to as Renter").

Event Details

Event Name \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Event Time(s) \_\_\_\_\_

Setup Date and Time \_\_\_\_\_

Cleanup Date and Time \_\_\_\_\_

Premises must be vacated by \_\_\_\_\_

Estimated number of people attending the event \_\_\_\_\_

Alcohol  **will** or  **will not** be served. (check one)

Alcohol will be either **sold** or a charge will be made for entry to the Premises?  NO or  YES (copy of license attached)

Rental Charge	\$250.00 per hour
Basic Kitchen	\$150.00 per hour
Full Kitchen	\$250.00 per hour

**DEPOSIT** \$ \_\_\_\_\_

(The deposit, minus any cleaning costs or damages, will be mailed to the Renter within 30 days). A \$200.00 fee will be deducted from the deposit if a key is given to an applicant and not returned after the event.

Date Paid \_\_\_\_\_, 20\_\_\_\_

TOTAL \$ \_\_\_\_\_

Check Number \_\_\_\_\_

Payment in full (rent and deposit) is required at signing of the contract. ONLY the deposit will be refunded if the rental is canceled less than 7 days in advance of the event. If payment is made less than 30 days before the event, we cannot accept a personal check.

Use of the Facility is for your group's function only. It is understood that all areas will be returned to their original condition immediately after use of the Facility.

I have read the Policy and Agreement and agree to each of its conditions:

\_\_\_\_\_  
Completed By (Parish Staff)

\_\_\_\_\_  
Renter

Date: \_\_\_\_\_, 20\_\_\_\_

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**POLICY AND AGREEMENT**

1. **PURPOSE:** To provide facilities for community activities, youth groups, organizations, clubs, societies, and private functions and to promote good will and engender a spirit of cooperation and community support among the congregation and visitors to the Parish.
2. **SCOPE:** Grogan Center.
3. **RESERVATIONS:** The Reservation Process includes determining usage and rental fee, deposit, days and times of rental, and signing the rental agreement. No phone reservations will be taken.
4. **RESTRICTIONS DURING USAGE:**
  - A. A person from the Parish will inspect before and after usage. If they deem the condition of the building to require additional cleaning, such **additional cost of cleaning** will be deducted from the deposit, along with any deductions incurred by the Parish's maintenance personnel. **CAUTION!!** If using any beverages, which contain a dye that may leave stains, there could be excess charges incurred for cleaning and painting.
  - B. Use will be restricted to the specific rental area.
  - C. Proper decorum according to the standards of good personal behavior should be observed at all times.
  - D. Alcoholic beverages may be served and consumed, but only sold by a licensed agent. Permission to sell may be granted only after receipt of a copy of the liquor license. **Any excessive clean-up or damages from the event will be deducted from the deposit.**

**If the contract indicates alcohol will NOT be served, and alcohol is found at the event, the event will be shut down immediately and the deposit will be confiscated.**

**If more than 200 people will utilize the Premises or if alcohol is on Premises, whether sold or provided free of charge, Renter shall procure special event liability insurance with coverage of at least \$1,000,000 per incident/\$2,000,000 aggregate which shall name Our Lady of Grace Parish as an additional insured.\**

**Renter shall also procure liquor liability insurance coverages where alcohol will be sold on the Premises, with coverage of at least \$1,000,000 per incident/\$2,000,000 aggregate which shall name Our Lady of Grace Parish as an additional insured. These policies must be written by an insurance company holding a general policy holder's rating of AAA or better. Renter's insurance shall be primary and noncontributing to any policy insuring Our Lady of Grace Parish.**

- E. If a Renter is hosting a **YOUTH FUNCTION, (21 and under)** at least two responsible adult chaperones must be on Premises at all times.
- F. **No smoking inside the Facility.** Designated areas outside the building may be used.
- G. **No smoke or fog machines are allowed.**
- H. Renter will be held responsible for any damage incurred during the period that the Facility is being used. The cost for damages will be deducted from the rental deposit but if additional funds are needed, the Renter will be responsible for paying the difference. There is a checklist that will be signed by the Renter or their representative before and after the event.
- I. All cars and modes of transportation will be parked in the **designated parking areas** only.
- J. No advertisements, signs, literature, or notices are to be affixed to the Premises unless prior authorization is given. Decorations can be attached with a type of adhesive which will not damage the surface area, such as “Adhesive Putty” available at Office Depot. **ABSOLUTELY no nails, tacks, staples, pushpins, etc. can be used on the Premises.** There will be charges to remove and repair marks left by such attachments.
- K. Nothing is to be stapled to the tables or chairs. Plastic clips, non-marking tape, or other similar material can be used to secure tablecloths.
- L. Only birdseed is to be thrown outside the Premises.
- M. No substances shall be placed on the floor.
- N. No Grogan Center equipment is to be taken outside the building.
- O. Candles or open flames must be in enclosed type container(s) such as a hurricane lamp.
- P. No electrical equipment may be brought in to the Grogan Center unless cleared by staff. Some types of equipment may be a fire hazard. Sound system may be allowed if cleared by Parish staff. Failure to comply with this policy may result in all or part of the rental deposit being withheld.
- R. Anything brought in from outside must be removed immediately after the function. An extra day’s rental may be charged to the Renter if any equipment or supplies, etc. are left overnight.
- S. Users will comply with all applicable statutes, ordinances, regulations and codes.

5. **PROCEDURE FOLLOWING USAGE:**

- A. All areas should be returned to their original condition, including sweeping the floors, immediately after use of the Facility, as other functions may be scheduled immediately following your function. The second day rental may apply if this is not done.
- B. Renter is responsible for cleanup of all waste, placing it in the bags furnished in the trash cans and placing the bags in the outside dumpster.

6. **PAYMENT:**

- A. Rent and deposit shall be paid in full at the time of signing the rental agreement. No phone reservations will be taken.
- B. Method of payment to be cash, check, cashier's check, or money order. If payment is made less than 20 days before the event, personal checks will not be accepted.

7. **CANCELLATION POLICY:**

**If this contract is canceled by Renter at least 7 days in advance, a full refund shall be given, including the security deposit; if canceled less than 7 days before the event, only the deposit will be returned.**

- 8. **KEY:** If a key is given to a Renter and not returned after their event, a \$200.00 fee will be deducted from the deposit. The key must be left on the counter or returned to the Parish office the morning after the event.
- 9. **INDEMNIFICATION.** Renter shall indemnify the Parish and hold the Parish harmless for any and all liability, claims, damages, expenses (including attorney's fees and costs for trial or appeal), proceedings and causes of action of every kind and nature arising out of or connected with the use, maintenance, operation or control of the Premises by Renter, except as caused by the misconduct or gross negligence of the Parish.
- 10. **ENFORCEMENT.** In any judicial or non-judicial action brought by the Parish related to this agreement, including the Parish's right to indemnification, the Parish shall be entitled to recover from the Renter all reasonable attorney's fees, paralegal fees, court and other costs, whether incurred before or during litigation, on appeal, in bankruptcy or in post judgment collections.

**FEE SCHEDULE:**

**DEPOSITS: The deposit shall range from \$250.00 to \$500.00, depending upon the use of the building.** If alcohol is not indicated on the contract and is found to be at the event, the event will be shut down immediately and the deposit confiscated.

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**Renters Insurance:** Our Lady of Grace Parish is making known to you via this notice, that you may purchase renters insurance for your event. **NOTE:** Our Lady of Grace Parish does not provide this coverage.

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