



1725 S 11th Ave
Bozeman MT 59715 Phone 406-586-924

Kitchen Rental Agreement

Name _____

Date _____

Group Name _____

Mailing address _____

Phone _____

E-mail _____

Date(s) requested _____ to _____

Time _____ to _____

Purpose of rental use

The purpose of our parish facility is to celebrate the good news of Jesus Christ and to serve the needs of our Catholic community. Our parish facilities are religious places. The use of our facilities must always respect the principles of the faith. In the spirit of service to our community and in spreading the good news of Jesus Christ, we allow a limited pre-approved use of our facilities to entities and organizations that are not part of the Roman Catholic Church. These groups must agree that they will respect the religious purpose of our facilities and will abide by guidelines set forth herein.



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Terms

- Kitchen rental shall be on a first come, first serve basis once rental agreement is on file at Resurrection University Parish (RUP) Office.
- All individuals and/or groups must complete a kitchen rental form.
- Full Payment of \$500.00 per day or \$65.00 per hour is due 7 days BEFORE the day of kitchen use.
- A \$200.00 deposit is required in person when kitchen is reserved. Deposit will be returned after final inspection of the kitchen. Deposit will be mailed within 5 business days.
- For groups of more than 50 people a \$125.00 custodial fee for cleaning will be collected for cleaning of restrooms and floors. These groups are still expected to clean and put away tables and chairs they have used.

Regulations

- A thorough walk through of the facility is required before the kitchen rental begins. This will include a presentation on using the dishwasher and complete cleaning expectations at the end of the event.
- An empty refrigerator and freezer will be available the day before the event for overnight storage if needed. Parish foods stored in the other refrigerator and freezer are for in-house use only. Foods stored in marked cabinets for *FUNERALS* and *RCCM* are for the sole use of the named groups.
- All foods, beverages brought and prepared **MUST** be removed at the end of the event.
- Renters are responsible for any damage to the facility and/or contents or fixtures. All damages must be reported to RUP staff immediately.



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- No nails or tape can be used on the walls if you plan on putting up any decorations , command strips may be used but must be removed during cleanup. If any paint is removed, repairs will be made with funds from the damage deposit.
- The kitchen must be left in a neat, clean and orderly condition. In other words, leave it as you found it during the walk-through. If these conditions are not met, the cost for cleaning and restoring will be deducted from the deposit. Organizations holding events assume responsibility for any damage to the kitchen and will be charged for any necessary repairs or replacement. If a caterer is hired it is your responsibility to make sure they clean up or you must do it. If tables and chairs are used, you must return them to their proper place in the storage room.
- As the contact person it is your responsibility to police your event. Please make sure all event participants remain in the designated area that you have reserved. There should be no participants in the church area.
- It is understood that the RUP is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of the facility. Renter agrees to release indemnity and hold RUP harmless of any such damages.
- Renters of the kitchen facility must provide all proper permits prior to event including an insurance rider if alcohol is served. No alcohol can be sold. The insurance rider is required and will be supplied by the Diocese of Helena. RUP cannot waive this requirement. It can be accessed and filled out at: <http://www.diocesehelena.org/wp-content/uploads/2015/08/Special-Events-Coverage-v08-14-formB.pdf>
- RUP is a smoke free facility.
- Activities that are in conflict to the teachings of the Catholic Church are not permitted. This would include the showing of videos, behavior that is sexual in nature, and the use of profanity in any presentations, speeches, or programs. Any questions should be directed to the RUP Kitchen Coordinator.



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Pricing

\$500.00 per event begins evening before @ 4pm until **10pm** the following day of actual event. The hourly rate is \$65.00. This does not include \$200.00 deposit, or the \$125.00 custodial fee for parties over 50 people. All events must be concluded no later than 10:00pm. (Allow 1/2hr prior for thorough cleanup)

Facility Charge: \$ _____
Damage Deposit: \$ _____
Custodial Charge: \$ _____
Table Rental: \$ _____
Chair Rental: \$ _____

Total fees collected: \$ _____

Checks payable to Resurrection University Parish

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this facility in the future.

Signature _____

Date _____

This form must be returned as soon as possible with the \$200.00 deposit in order to confirm your kitchen rental date and time. Return completed form to:

Laurie Penor
Kitchen Rental Coordinator, Resurrection University Parish
1725 S 11th Ave Bozeman, MT 59715
406-586-9243
resparoffice@bresnan.net