

Igreja de Nossa Senhora da Assunção dos Portugueses
Our Lady of the Assumption of the Portuguese Church
P.O. Box 2030 (2602 S. Walnut. Turlock, California 95381
Telephone: (209) 634-2222. Fax 634-2366
Email: www.OLAssumption.net

OFFICE HOURS: Monday – Friday 9am – 5pm

USE AGREEMENT - SMALL HALL (Snack-Bar)

Name _____ Phone# _____
Address _____ Reservation Date _____
_____ Purpose _____

The undersigned, hereinafter referred to as “**User**”, agrees to the following:

1. First and foremost, priority is given to Pastoral needs and the needs of organizations directly related to the parish.
2. Use of this facility is reserved for parishioners who are registered for **1 year** and who actively participate in parish life. It is understood that parishioners’ names will not be used by outsiders merely to have easy access to the facility.
3. The facility may not be used for personal fund raisers, nor be reserved by minors. Serving alcohol to minors is strictly forbidden by law and by this parish. The “**User**” is solely responsible for anything that happens if this law or rule is broken and alcohol is served to minors.
4. The “**User**” shall provide his/her own serving utensils. If the **User** needs to use the coffee pot or punch bowl, these may be borrowed upon request only. The **User** is responsible for returning these items when returning key.
5. **The key is to be picked up at the Parish Office the day prior to the event during office hours. There will be a key and cleaning deposit of \$50.00*** to ensure performance of cleanup work. It will be refunded to **User** if the premises are left in a clean and orderly condition, as follows:
 - Trash is dumped in Turlock Scavenger trash bin behind the hall and kitchen trash container is relined.
 - Chairs and tables are wiped, folded and placed in the far side of the hall.
 - Floor is swept and mopped.
 - Counter tops, sink and stove are wiped.
 - Air conditioner or heat turned off.
 - Lights are turned off, and doors are locked.

6. **A donation in the amount of \$50.00 is due the day before the event**, so as to share in the cost of utilities, ordinary maintenance and wear of the building and periodic replacement of its furniture and light fixtures. It is understood that set-up and clean-up shall be done on the same day of the event unless other arrangements are made. **IT IS ALSO UNDERSTOOD THAT THIS FACILITY IS USED THROUGHOUT THE WEEK FOR PARISH ACTIVITIES AND MAY NOT BE UP TO YOUR CLEANING STANDARDS BY SIGNING THIS CONTRACT, YOU ACCEPT THIS FACT.**

7. Under no circumstances will this facility be used before signing this agreement and making the requested donation.

8. The **“User”** confirms the following: The Parish of our Lady of the Assumption of the Portuguese and the Bishop of Stockton, a sole Corporation, will not be responsible for any accidents or injuries inside this facility or in the parish property. Also, the parish will not be responsible for accidents or injuries resulting in the use of alcohol beverages inside or around the parish grounds. Furthermore, the **“User”** accepts to defend at his own cost, the Parish and the Bishop of Stockton, a sole Corporation, if necessary, in the event of a lawsuit resulting from the use of this facility, which belongs to the Diocese. The **“User”** shall be totally responsible for any accidents and injuries.

Date: _____

User’s Signature: _____

Pastor Approval: _____

Key/Cleaning Deposit <i>*refundable(see 5)</i>	\$ 100.00
Donation for Usage	\$ 100.00
Insurance (Payable to Stockton Diocese) <i>Due 2 Weeks before event</i>	\$ 95.00
TOTAL AMOUNT DUE	\$295.00
	=====

FOR OFFICE USE ONLY
Check# _____
Cash _____
Refund _____
By _____

*In the event of an emergency relating to these installations, please call:
Parish office 634-2222 or José Cordeiro 209-648-7549*