

All Saints Parish & School Chair and Table Rental Agreement

Policies and Procedures

Reservations

Chair and tables will be guaranteed as reserved once the following criteria are met:

Signed rental agreement received

Security deposit received (50% of the final payment)

Note: The balance of the payment is due prior to pickup of the rental items

Rental Pickup / Return

The renter is solely responsible for the movement and transportation of rental items

Pickup of rental items should be on the commencement date listed and not before

Return of rental items should be on or before the termination date listed

Cancellations or Changes in Rental Agreement

Any changes in reservations must be made no less than 14 days in advance of the rental date

No refund will be given for items removed from the rental list less than 14 days in advance of the rental date

A written cancellation request must be received 14 days in advance of the rental date and deposit will be returned to the renter. The security deposit is non-refundable if cancelled less than 14 days in advance.

Condition of Returned Items

Items are returned to same location and position

Items must be wiped clean prior to return

Loss or Damage

Renter is responsible for inspecting the items at the time of pickup for any damage already on the items being rented.

Renter will pay full price of any missing items

Renter will be responsible for all repairs on any damaged items not noted at pickup

Rental Agreement

This Chair and Table Rental Agreement is entered into between All Saints Parish & School and Renter, _____

(Address) _____

(Phone) _____

The Church agrees to rent to Renter chairs and tables as described herein and Renter agrees to its use in accordance with the terms and conditions of this Agreement.

The chair & table terms of the Agreement shall be:

Commencement Date: _____ Termination Date: _____

Note: Pickup of rental items should be on the commencement date listed and not before

Drop-off of rental items should be on or before the termination date listed

Rental Items:

St. Martin / St. Paul Campus: charge for specific old chairs / tables

St. John / St. Joseph Campus: no rentals available

of Chairs: _____ @ .25 \$ _____

of Upright Tables: _____ @ \$5 ea \$ _____

Rental Amount: \$ _____ Security Deposit: \$ _____ (50% of total)

Checks payable to: All Saints Parish

Renter agrees to abide by the Policies and Procedures.

INDEMNIFYING AGREEMENT

I, the Renter, understand and acknowledge that the use of a table/chair entails both known and unknown risks including, but not limited to, physical injury from falling, slipping, crashing or colliding, emotional injury, paralysis, distress, damage or death to any participant. I hereby indemnify and hold harmless All Saints Parish from any and all liability, claims, demands, causes or rights of action whether personal to me or to a third party, which are in any way connected with this agreement, including those allegedly attributable to negligent acts or omissions. Should All Saints Parish or anyone acting on behalf of All Saints Parish be required to incur attorney's fees and costs to enforce this agreement, I expressly agree to indemnify and hold All Saints Parish harmless for all such fees and costs. In consideration of being permitted by All Saints Parish to use its facilities to pick-up and drop off tables/chairs, the Renter and its participants agree to indemnify and hold harmless All Saints Parish from any and all claims which are brought by the Renter and/or their participants and which are in any way connected with such use or participation in regards to this rental agreement.

Executed this _____ day of _____, 20_____

All Saints Parish & School Representative*:

RENTER:

Signature

Signature

*All Saints Parish & School Representative is a designated campus / facility manager or any paid staff member

Chair & Table Damage or Loss Form

This form is to be used if there is any damage or loss of items as part of the rental agreement both at the time of pickup and return.

TO: ALL INDIVIDUALS RENTING CHAIRS OR TABLES

RE: CHECKLIST FOR RETURNING TABLES OR CHAIRS TO THE CAMPUS

- Items are returned to same location and position.
- Items must be wiped clean prior to return

Damage noted to chairs or tables at time of pickup:

Initials of Parish representative _____	Initials of Renter _____
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Damage noted to chairs or tables at time of return:

Initials of Parish representative _____	Initials of Renter _____
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Needed Repairs/Replacement or comments:

<u>Repairs:</u>	
<u>Replacements:</u>	
# of Chairs: _____	@ \$25 ea \$ _____
# of Upright Tables: _____	@ \$100 ea \$ _____
	Total: \$ _____
Initials of Parish representative _____	Initials of Renter _____

The above items for repair have been taken care of.

Note: Signatures only required if "Needed Repairs or comments" section has contents

All Saints Parish & School Representative: Renter:

Signature

Signature

**All Saints Parish & School Representative is a designated campus / facility manager or any paid staff member*