

St. Francis de Sales Central Catholic School  
 41 Guthrie Ln., Morgantown, WV 26508  
 (304) 291-5070 [www.sfccs.org](http://www.sfccs.org)

## Pavilion Rental Application

### REQUESTED RENTAL DATE

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

### REQUESTED RENTAL HOURS: Between 9:00am - 9:00pm

- \$300** - All Day (9am-9pm) *\*everything included minus security deposit*
  - \$40 per hour** - includes Pavilion, Restroom, Playground, Outdoor Electric. Prorated at \$20 per half hour after the first hour
- Requested Hours: \_\_\_\_\_ to \_\_\_\_\_

### OTHER FEES

- Kitchen Use** - \$50 flat fee
- Baseball Field Use** - \$30 per hour
- Security Deposit** - \$100 *refundable if rental guidelines adhered to*

### TYPE OF EVENT PLANNED

\_\_\_\_\_

**ORGANIZATION (if applicable)** \_\_\_\_\_

### RESPONSIBLE PARTY

\_\_\_\_\_

\_\_\_\_\_  
 Address City State Zip

\_\_\_\_\_

\_\_\_\_\_  
 Email Address Phone Number

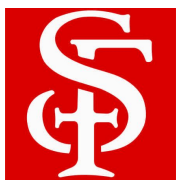
### PAYMENT

Cash  Check (payable to St. Francis School)  Money Order  Credit Card

\_\_\_\_\_

\_\_\_\_\_  
 Credit Card Number Exp. Date CVV #

I acknowledge having received and read the guidelines relating to Rental Rules and Regulations and agree to abide by all rules and regulations set forth in said document and outlined as an addendum to this application and/or permit. I further understand that I assume full responsibility for all applicable rental fees and/or additional fees assessed as a result of failure by my group to abide by all established guidelines and/or damage to property/facilities/equipment caused. The lease further agrees to leave the site in a clean and orderly condition following use, and to cooperate with any School official requesting the user to act in accordance with the above stated guidelines. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The School, its



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officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function, activities and uses of requested premises.

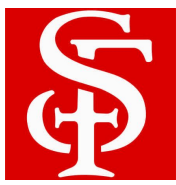
Signature \_\_\_\_\_ Date \_\_\_\_\_

- One picnic shelter (Pavilion) is available for rental at St. Francis de Sales Central Catholic School. Facility use application, insurance, additional fees and security deposit may be required depending on the type of event.
- Fees vary depending on hours and type of use. Fees are payable in full at the time the reservation is made. Fees may be paid in cash, credit card, check, or money order payable to St. Francis School. Reservations made less than one month in advance of requested date must be paid via cash or money order.
- Inclement weather cancellations must be made 24 hours prior to the rental date to receive a full refund (weekend rental cancellations must be called in by 4:00 pm Friday). Please allow approximately four weeks for refunds to be processed.
- Security deposits will be returned if the pavilion is left in good condition. If the pavilion is not clean, or if any kind of damage is left behind, the amount assessed will be determined by the School Administration.

**Applicant Responsibilities:** The pavilion must be cleaned and vacated by the stated ending time. The parking lot and the immediate facility area are considered part of the facility and must be free from litter.

- Tables are to be placed back the way they were at rental start.
- Concession stand food & drink is not available for public use.
- The use of controlled substances are strictly prohibited.
- Alcohol may be consumed by person 21 years of age or older, but no alcohol may be sold on campus.
- Glass containers are prohibited at the pavilion at all times. This includes the parking lot and the area surrounding the facility.
- Park amenities (i.e., playground, ball pit, open field) are open to the general public on a first come-first serve basis unless
- Children are not to be left unattended or unsupervised.
- All signs/banners/decorations are to be tied. The use of staples, tacks, nails, tape, etc. is not permitted. All signs/ banners/decorations are to be removed completely following the activity/event.

**Emergency:** In the event of an emergency call 911. For non-emergency assistance call (928) 304-4313 or (304) 594-6909. Please use the above non-emergency numbers for previous renters or individuals who fail to vacate the pavilion, please be sure to have your permit with you. Maintenance assistance may not be available on weekends.



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**Parking:** General parking is available in the paved lot below the Pavilion. Vehicle access is also open on the gravel next to the Pavilion. Parking in grass areas is not permitted. Driving to and/or loading/unloading at the pavilion is permitted.

**Restrooms:** Restrooms are located at the rear of the pavilion structure.

**Grills:** Gas and charcoal grills are permitted. Grills may not be placed under the pavilion structure and must be supervised at all times. Charcoal from charcoal grills must be removed from the area and is not to be disposed of on the ground or in trash receptacles.

**Rental Time:** The times listed on the permit are time in to time out - earlier arrival and/or later departure are prohibited. Set-up, event, clean-up and restoration of facility are to be done within the reserved timeframe. If tables are moved, they are to be returned to the original setup. Failure to leave the facility clean and orderly will result in forfeiture of the full \$100 security deposit - Additional cleaning fees may result.

**Damages:** Permit holders are responsible for any damage caused to the facility and/or its contents during their rental time. This applies to cleaning as well as physical damage. All lights and fans must be turned off upon exiting the facility. Permit holders will be invoiced for all labor and material costs to return the Pavilion to its previous condition.

**Supervision:** Children are expected to be supervised before, during and after the event.

**Cancellation:** If Permit Holder cancels rental of the Pavilion or Activity Center the following applies:

- Cancellation 10 business days in advance of rental - deposit will be refunded minus \$10 administration fee. If date only is changed no fee will be charged.
- Cancellation 6 to 10 business days in advance of rental - deposit will be refunded minus a 25% cancellation fee. If date only is changed no fee will be charged.
- Cancellation 1 to 5 business days in advance of rental - deposit will be refunded minus 50% cancellation fee.
- Cancellation day of event or "no show" - No Refund

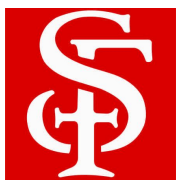
**Inclement Weather:**

- Weekend Rentals - Cancellations must be made by 4PM Friday
- Weekday Rentals - 24 hr. notice

**Strictly Prohibited:** The following are strictly prohibited: Smoking of any kind, open candle flames (except Sterno), the selling and sale of alcoholic beverages, gambling, wheeled recreational vehicles, outdoor sports equipment, drug use, firearms.

**Animal Policy:** All animals must be on a leash at all times & owner must clean up after them.

**Pavilion Condition:** If pavilion is in unsatisfactory condition upon arrival, please notify the school office at (304) 291-5070 (M-F 7:30am - 4:30pm), after hours & weekends please leave a message.



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**Cleaning:** Permit Holder is responsible for cleaning rental facility. Adequate cleaning is defined as leaving the facility in as good or better condition. All trash must be properly bagged and sealed. Any food items must be removed from the facility. Tables are not to be moved.

*\*\*\*Please note: Maintenance staff may not be available after hours or weekends\*\*\**

**Compliance:** The applicant/agent assumes full responsibility for the conduct of all participants and spectators, as well as full responsibility for the care and condition of all St. Francis de Sales Central Catholic property and will return the facilities used to “as good” or “better” condition upon completion of the activity.

St. Francis de Sales Central Catholic School shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property on the school campus, and all claims for such injury or damage are hereby waived. Failure to comply with any of the above will result in loss of full security deposit.

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Signature of Responsible Party / Group Leader

Date

***St. Francis de Sales Central Catholic School reserves the right to cancel any rental for any reason.***