

**STS. CONSTANTINE & HELEN GREEK ORTHODOX CATHEDRAL**  
**3355 Mayfield Road, Cleveland Heights, OH 44118**  
**216-932-3300**

**ROOM RENTAL AGREEMENT**

RENTAL DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

PROPOSED USE/EVENT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RENTING PARTY (“Lessee”): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**FOR FELLOWSHIP HALL RENTAL: \_\_\_\_\_**

Rental Rate \$200.00	
(plus additional rental time @ \$20/hr)	
Total Fee:	

*Room rental is effective and confirmed upon receipt of payment and acknowledgment by the Church.*

## **GENERAL TERMS AND CONDITIONS FOR ALL RENTALS**

These General Terms and Conditions and the Information Sheets of the applicable hall (collectively, the “Terms of Agreement”) apply to all rentals. Any modification the Terms of Agreement must be in writing and signed by the Lessee and Sts. Constantine & Helen Greek Orthodox Cathedral (the “Church”).

1. **Term.** The term of this agreement shall be limited to the date of Lessee’s event, as well as, those times necessary to prepare for that event. The preparation/decorating times shall be requested by the Lessee and agreed to by the Church before the Lessee schedules vendor visits to the facility.

2. **Rental Fee and Duration.** The rental fee includes use of the applicable hall with custodian for up to five hours. The custodian must be on duty one (1) hour before after the planned activity and is considered part of the rental period.

3. **Additional Hours.** Additional rental hours can be purchased at the rate of \$20.00 per hour and must be included in your payment when reserving the hall. Your event may not exceed the time reserved for the hall.

4. **Tables and Chairs.** Tables and chairs will be supplied. You are responsible for supplying your own table settings (including paper products), tablecloths, decorations and any other accessories you wish to use for the occasion.

5. **Set Up.** Please submit a copy of the set-up needed along with the number of tables and chairs required for the event no later than one (1) week prior to the rental date.

6. **Clean Up.** As detailed in the Kitchen Protocol and Clean-Up Checklist, both the hall and kitchen must be cleaned thoroughly at the end of the rental period.

7. **Lost Items.** The Lessee understands that the Church will not be held liable for any items lost, misplaced, stolen or damaged. The Lessee is responsible to confirm that there are no items left that do not belong to the Church. Any items left will be donated to charity or discarded.

8. **Participation by Church Parishioners.** The participation, attendance, association or other involvement of parishioners or members of the Church with the Lessee or Lessee’s event shall not constitute or be deemed to be the participation, attendance, association or other involvement of the Church in any capacity.

9. **Assumption of Risk.** Using the Church for any event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from (i) minor injuries, (ii) major injuries and (iii) catastrophic injuries. The Lessee acknowledges that every precaution will be taken by the Church in ensuring its safety. However, in the absence of willful

misconduct or gross negligence, the Church will not be responsible for any loss or injuries to any parties in attendance at Lessee's event.

10. **Waiver of Liability.** THE LESSEE AGREES TO RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE THE CHURCH OR ANY SERVICE PROVIDER OF THE CHURCH FROM ANY AND ALL LIABILITIES, CLAIMS, LOSSES, DEMANDS, OR CAUSES OF ACTION, EXCEPT IN THE EVENT OF GROSS NEGLIGENCE OF THE CHURCH, THAT MAY ARISE FROM OR BE RELATED TO ANY LOSS, DAMAGE, ACCIDENT, ILLNESS OR INJURY, INCLUDING DEATH, WHICH MAY BE SUSTAINED BY THE LESSEE OR THE GUESTS OF THE LESSEE WHILE ATTENDING THE LESSEE'S EVENT AT THE CHURCH. THE LESSEE AGREES TO FURTHER RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE THE CHURCH FROM ANY LIABILITIES, CLAIMS, LOSSES, DEMANDS, OR CAUSES OF ACTION, EXCEPT IN THE EVENT OF GROSS NEGLIGENCE OF THE CHURCH, WHICH MAY ARISE FROM OR BE RELATED TO ANY LOSS, DAMAGE, ACCIDENT, INCLUDING DEATH, WHICH MAY BE SUSTAINED AS A RESULT OF ANY VENDORS OR SERVICE PROVIDERS TO THE LESSEE'S EVENT. IN ANY EVENT, TO THE EXTENT PERMITTED BY APPLICABLE, LESSEE'S REMEDIES ARE LIMITED TO THE RETURN OF THE RENTAL FEE.

11. **Hold Harmless and Indemnification.** The Lessee agrees to defend, indemnify and hold harmless the Church from and against every loss, claim, expense (including attorney's fees and costs), liability or payment by reason of any damages or injury to person (including death) or property (including loss of use or theft thereof) directly or indirectly arising out of, or in connection with this agreement, in proportion to and to the extent that such injury, death or damage is caused by the actual or tortious conduct (active or passive) of the Lessee or the Lessee's guests.

12. **Damages.** The Lessee shall be responsible for any damages sustained as a result of Lessee's use of the premises or Lessee's event. The Church reserves the right to file a claim and/or suit against Lessee for any damages sustained as a result of the Lessee's event. This includes, and is not limited to those damages caused by the Lessee and/or guests and/or any third parties involved, including any entity providing service to the Lessee or directly or indirectly resulting from event conducted by the Less. This includes, but is not limited to, any and all third parties on the premises as a result of the event, such as: vendors, bands, DJ's, emergency medical staff, police department, fire department, and/or any other entity providing service, whether requested or not, to the event. Damages includes physical damage to any part of the premises, personal injury to any person attending the event, any unpaid balances to third-party vendors, and any other physical, financial or personal damage sustained as a result of this function.

13. **Severability.** If any provision of this agreement is or becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired.

14. **Governing Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Ohio, regardless of the place of its execution or performance.

The Lessee acknowledges and agrees to the Terms of Agreement.

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Signature of Lessee

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Date

Rental Agreement Acknowledge and Approved:

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Signature of Church Representative

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Date

**FELLOWSHIP HALL**  
**GENERAL INFORMATION SHEET**

- All outside rental materials may be dropped off at the hall on the morning prior to the scheduled event (other than Sunday events in which case items must be dropped off on Friday or special arrangements can be made)
- All outside rental materials must be picked up on Monday after the event (weekend events only) no later than 3:00 p.m. or special arrangements can be made
- Decorations for the event can be set-up by the Lessee between the hours of 8:00 a.m. – 3:00 p.m., depending on the rental date. Please speak with the office manager prior to event to assure proper scheduling
- The use of alcohol and wine is permitted in Fellowship Hall proper only. Absolutely no spirited beverage will be allowed outside of said function area.
- The use of tea lights on tables is permitted
- A police officer must be on duty during the hours of the event (wedding receptions). Guests that are in law enforcement cannot be used in place of the officer
- The custodian on duty at the time of the event is responsible for cleaning the restrooms, removal of garbage already placed in plastic bags and hall floor
- The Lessee and/or Caterer are required to clean off all tables and chairs and wipe down kitchen area and equipment. A copy of our Clean-Up Check List is attached
- Guests are requested to vacate the premises immediately following the end of the rental time so as to allow the caterer, Lessee and custodian ample time to clean-up
- Smoking is NOT permitted inside any area of the building.
- There are no music restrictions placed on the event in Fellowship Hall.
- Sts. Constantine & Helen Greek Orthodox Cathedral assumes no responsibility for items that are rented by the Caterer or Lessee. Any rented items left behind must be picked up by the rental company on Monday following the weekend event no later than 3:00 p.m. Special arrangements can be made with staff.
- Before leaving, Lessee / Caterer must sign Check List and review with a Church Staff Member.
- Lessee agrees to submit a pencil drawing of the planned set-up no later than one week prior to the event. You are encouraged to work with church staff to make sure your particular set up is feasible and safe for all involved.

- The safety of everyone using the Church facilities is our major concern. We ask your cooperation in this effort by implementing safe working procedures and by observing the suggestions of our staff.
- Please contact the church office with any questions or concerns at 216-932-3300.

*You are asked to refrain from any activity  
that may violate the dignity of the Church*

## **FELLOWSHIP HALL** **KITCHEN PROTOCOL**

The following items/equipment may be used by caterers or lessee using **FELLOWSHIP HALL** and its kitchen facility.

Coffee Urns  
Carafes  
Ice (from ice maker in Cathedral Center)  
Refrigerator  
Work tables  
Convection oven \*  
Standard oven and stove \*  
Fryer \*  
Serving carts  
Tables and chairs for seating

*\*Please see custodian for operating instructions prior to use.*

- All cooking grease must be put in coffee cans or other metal containers. Do **NOT** pour grease into the sink drains.
- Wipe up floor spills as they occur. Alert staff if moping is necessary.
- Alert staff when trash can is full and needs to be removed or if a problem occurs with any of the equipment.
- Lessee and/or Caterer are not permitted inside the main storage room, utility closet or kitchen storage room. Please check with the custodian on duty with any special needs.
- Garbage disposal / convection oven / fryer may be used **ONLY** after instructions from custodian on duty.
- Ice from Cathedral Hall kitchen can be used for your event but must be transported by Custodian.

**FELLOWSHIP HALL  
CLEAN-UP CHECK LIST**

_____	Coffee Urns	Emptied and rinsed out
_____	Serving Carts	Wiped down and returned to kitchen area
_____	Convection Oven	Cleaned and turned off Racks in place Spills wiped up
_____	Refrigerator	No food left behind All racks in place Spills wiped up
_____	Stove and Oven	Cleaned and turned off All racks in place Spills wiped up
_____	Counter Tops	Cleaned
_____	Kitchen Floor	Swept and ready for mopping
_____	Sinks	Cleaned Empty of any and all utensils, pans, dishes, debris, etc.
_____	Tables, Chairs	Wiped off (if needed) after removing the table coverings

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(Signature of Lessee or Caterer)

(Date)

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(Staff Initials)



*Fellowship Hall Set Up Form*

