

Mary, Star of the Sea
39141 Church Street, Gualala, CA 95445

RENTER'S RESPONSIBILITIES

KEY: It is the renter's responsibility to return key(s) when the event has concluded. A fee of \$ 50.00 per day will be charged for keys not returned within twenty-four hours of the event.

DECORATIONS: All decorations must be removed following the function. No thumbtacks, tape or other adhesives may be used. Please respect the fact that you are using a church. The use of rice, flower petals, and seeds of any kind is not acceptable and may result in the forfeiture of the security deposit. A protective mat or saucer should be placed under candles.

Cancellations: Cancellations must be made more than 30 days before the event. All deposits will be returned less \$ 100.00 fee. Cancellations made within 30 days of the event may result in forfeiture of all fees paid unless the facility can be rented for the reserved time and date of the event.

Certificate of Insurance: A Certificate of Insurance is required in the amount of \$ 1,000,000 or user must purchase liability coverage available through the Diocese of Santa Rosa.

Capacity: The event is limited to the number of people for which the building is authorized. There must be adequate aisle space for evacuation in case of an emergency.

Closing The Facility: Before leaving please complete the following tasks:

- Place garbage in containers provided
- Return all furniture to original location
- Restore the facility to the condition found upon entry
- Turn off all lights
- Close and lock all windows and doors

I have read, understand, and agree to the above conditions:

Signature of User or Representative

Date

For More Information Contact:

Fran and Fred Ducey
707-884-4550
P.O. Box 1698
Gualala, CA 95445

or

Kathie and Ron Madero
707-884-3603
P.O. Box 985
Gualala, CA 98445