



ST. THOMAS AQUINAS CATHOLIC CHURCH

Aquinas Center Information and Guidelines

In contracting to rent Aquinas Center, the lessee agrees to adhere to and comply with all requirements, guidelines, fees and deposits for rental. Please note that the Responsible Party, as specified on the Rental Agreement, is required to be present for the duration of the event. All inquiries on matters pertaining to the booking and clarification of policies are to be discussed with the Business Manager, Brian Campos.

Payment Schedule

50% of the fees must be paid at the time your reservation is confirmed and the Rental Agreement is signed. All fees shall be paid in full 60 days prior to the event. Payments are acceptable up to the 60-day deadline. You may cancel your reservation 60 days prior to the event and receive a full refund. Cancellation of less than 60 days but more than 2 weeks prior to the event will result in a \$300 fee. Cancellation less than 2 weeks will result in no refund. Failure to make payment on schedule could result in event reservation cancellation.

Please make checks payable to: St. Thomas Aquinas Church

Compliance

User agrees not to commit, allow or suffer any of the following:

- a) Any waste or nuisance at the Location;
- b) Any alteration of the Facility without the prior written consent of Location which consent may be withheld;
- c) Any mechanic's lien to be filed against the Location;
- d) Any activity in conflict with the teachings of the Catholic Church;
- e) Any activity that supports political parties, political candidates, and/or other partisan organizations.
- f) Any activity in conflict with the policies and procedures of the Archdiocese of Los Angeles as set forth in the Archdiocesan Administrative Handbook, which can be accessed at <http://handbook.la-archdiocese.org>, specifically including all Safe Environment policies and procedures, which can be accessed at <http://handbook.la-archdiocese.org/chapter-9>.
Any User who supervises or is in direct, unsupervised and repeated contact with children, the elderly, or people with special needs may be required to complete the initial three-hour **VIRTUS® Protecting God's Children for Adults** program.

Facility Cleaning and Damage Policy

St. Thomas Aquinas Church contracts with a janitorial company to provide for cleaning of the facilities after the event and the lessee pays a flat fee for this service. The lessee is responsible for the following clean up duties:



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- a) All food must be removed after the event. The refrigerators and freezers must be left empty.
- b) Counter tops in the kitchen must be cleared and wiped down.
- c) All tables must be wiped down and clear of any decorations or materials.
- d) All trashcans must be emptied and the trash bags placed outside near the hall door closest to the kitchen.
- e) Any trash left outside from the party must be picked up.
- f) All decorations must be removed at the end of the reception.

An inventory will be taken after each event. If there are any missing, damaged, or broken equipment, the lessee will be charged for their replacement costs. (*Chairs \$75, Round Table \$125, Long Table \$100*)

The lessee pays a refundable damage/loss deposit of \$1,000 to cover any hall, kitchen or parking lot damage, repairs, and/or for the loss of facility property.

Food Service and Catering

User is responsible for assuring that all Food Service/Catering vendors are properly licensed and certified by the Ventura County Environmental Health Department. A Valid Health Inspection Certificate must be posted at each food vendor location. **Failure of the User to secure the proper permits will result in immediate closure of any/all non-compliant food vendor(s).**

Alcoholic Beverage Sales

- While alcoholic beverages may be served during events, the sale of alcoholic beverages is prohibited except by individuals or organizations in possession of a valid license or permit issued by the California Department of Alcoholic Beverage Control
- User is responsible for assuring that all alcohol vendors are properly licensed and certified by the Ventura County Environmental Health Department and Alcohol Beverage Control. A Valid Health Inspection Certificate must be posted at each alcohol vendor location. **Failure of the User to secure the proper permits will result in immediate closure of any/all non-compliant food vendor(s).**
- Individuals and sponsoring organization should be aware of potential personal liability and legal consequences should: 1) a person who consumed alcoholic beverages provided at an event, be involved in an accident resulting in property damage, personal injury and/or death; 2) if there is a violation of federal, state, or local laws including service of alcohol to underage individuals.
- All service of alcoholic beverages at any event shall be provided by a caterer or server(s) who provides proof of appropriate Liquor Liability insurance coverage.
- In addition, users who engage in the service of alcohol at events held on church



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property shall agree to defend, indemnify, and hold the Archdiocese of Los Angeles, the Roman Catholic Archbishop of Los Angeles, St. Thomas Aquinas Church, the Province of St. Augustine, its officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of user to comply with the Alcoholic Beverage Control Act.

User's Property

St. Thomas Aquinas Church shall not assume any responsibility for any property placed on or in church facilities or grounds. Further, St. Thomas Aquinas Church, their officers, agents, employees, are released and discharged from any all liability for loss, injury, or damage to persons or property that may be sustained by the use or occupancy of the facility and its environs. User will indemnify, defend, and hold harmless St. Thomas Aquinas Church for any loss.

Laws and Ordinances

User shall comply with all laws whether federal, state, or local including all ordinances of the County of Ventura, and all its rules, regulations, and requirements and those of the Ojai Police Department, Ventura County Sheriff's Department, and Fire Department. Fire lanes must remain clear at all times. Any group using St. Thomas Aquinas Church agrees to abide by and conform to all rules and regulations that may be adopted from time to time, including any and all alterations that might be imposed on the operational hours and use policies.

Smoking

Smoking is not permitted in any area of Aquinas Center and church grounds.

Insurance

St. Thomas Aquinas Church and the Archdiocese of Los Angeles require that lessees purchase comprehensive general public liability insurance, of \$2,000,000 minimum combined single limit, for the event and provide a certificate of insurance at least two weeks prior to the event stated exactly as follows: *St. Thomas Aquinas Church, The Roman Catholic Archbishop of Los Angeles, a corporation sole, and Archdiocese of Los Angeles Education & Welfare Corporation.*” This insurance will be regarded as primary and no other insurance shall be considered contributory or co-insurance.”



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Security Guards

St. Thomas Aquinas Church contracts with a security company to provide for security for the event and the lessee pays for this service. One guard for each 60 persons in attendance (includes children 1 year or older) for the entire scheduled time of the event, which includes one half-hour prior to and one half hour following the event.

Security Guard Fee: \$33/hour for the 1st guard, \$28/hour for each additional guard

Security Guards will be instructed to enforce the number of people contracted to attend the event and the guidelines set forth here and the rental agreement.

Cancellation Policy

- You may cancel your reservation up to 60 days prior to the event and your monies on deposit will be returned to you. Cancellation of less than 60 days but more than 30 days prior to the event will result in a \$300 fee. Cancellation less than 30 days will result in no refund. Failure to make payment on schedule could result in event reservation cancellation.
- St. Thomas Aquinas Church does not accept liability for losses due to any events or catastrophes causing the hall to be closed. If the hall is closed due to events beyond our control, hall rental fees shall be refunded.

Others Rules For Use:

- a) No alcohol is ever allowed in Quinceñera receptions.
- b) Wedding receptions may only serve beer, wine, or soft drinks. No hard liquor may be served.
- c) Alcohol must not be served to minors or brought into the facility by minors.
- d) Any alcohol to be consumed at the event must be delivered before the event begins. Delivery of alcohol is not permitted once the event has begun.
- e) No Alcohol shall be consumed outdoors, which includes but not limited to the veranda, lawn, and parking lot. Violators will be asked to leave the property by the security firm.
- f) User or guests may not drive on the lawn or the veranda sidewalk near the lawn. Users may use the access road that goes behind Aquinas Center.
- g) No food or drink permitted outdoors.
- h) The lawn may be used by children, but only the half closest to Aquinas Center. If children are outside, there must be an adult present for every 10 children to supervise.



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Children will be asked to go back inside by security firm if adequate adult supervision is not present.

i) There will be no loitering outside the facility by party guests including children other than the veranda and lawn area. This includes the church, Bethany Hall classrooms, the Parish office, the parking lot, and the Youth Room.

j) Parking lot area may only be used for parking vehicles. Any activities such as tailgating, music, alcohol consumption, cooking, etc. are prohibited.

k) Inflatable jumpers, if rented, are to be placed in front of Bethany Hall.

l) Sound levels from the entertainment must be maintained so as not to disturb our neighbors and/or other activities on the parish grounds.

1.) If there is entertainment or loud music playing in the hall, doors of the hall must be closed and the sound level must be turned down during the celebration of the Mass in the church.

i. Saturday (8:00am – 8:30am, 4:45pm- 6:00pm, 7:15pm – 8:30pm)

ii. Sundays (7:15am – 12:45pm)

iii. Weekdays (8:45am – 9:30am)

m) Only blue painter's tape may be used to affix decorations. Any damage to the walls including paint damage will come out of the deposit.

n) All decorations must be removed at the end of the reception.

o) No activity shall continue after 10:00pm in order to comply with the noise ordinance and to give time to clean up after the event.

p) The cleaning crew contracted by the location will arrive at 10:00pm to begin their work.

q) If the kitchen is used, no pots or utensils will be provided or are available for use.

r) An inventory will be taken after each event. If there are any missing, damaged, or broken equipment, the user will be charged for their replacement costs. (Chairs \$75, Round table \$125, Long table \$100)

s) Any problems, vandalism, and or damage will result in the loss of some or all of the security deposit. If the full security deposit is not enough to cover the cost of these damages, user will be charged more to cover the full cost of the damage.

t) The pastor or his designee has final say in all matters pertaining to disturbances.

u) Violations of any of these rules or any misuse of the Center, parking lot, or church



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grounds may result in the loss of deposit, and/or immediate termination of event, and/or other legal discourse. The security firm has been instructed to call the Police Department in the event that the function must be terminated immediately.

Supervision of Children and minors

Children shall be under the supervision of an adult at all times they are present, including set-up, rehearsal and for the duration of the event.

Fee Schedule:

Aquinas Center (Main Hall, Veranda, and Kitchen only)

- \$3,000/day – Event with more than 100 people attending
- \$1,500/day – Event with 100 people or less

Library only

- \$350/day

Kitchen only

- \$350/day

Knights Room only

- \$150/day

Refundable Security Deposit

- \$1,000 Aquinas Center *entire facility*
- \$300 Library, Knights Room, Kitchen (if rented by themselves)

Security Deposit will be refunded in full if no damage or vandalism occurs, no items are missing, and no additional expenses are incurred by failure to comply with this agreement.

Cleaning Fee (*applies to cleaning Aquinas Center only*)

- \$250

Event Security Fee

- \$33/hr for 1st guard, \$28/hr for each additional guard.
 - *For every 60 attendees, 1 guard must be contracted. For example 180 attendees would need 3 security guards. Each guard shift will begin ½ hour before the event and end ½ hour after the event. The location and not user will contract the security firm.*

Contact Information:

St. Thomas Aquinas Church Main office: (805) 646-4338, office@stacojai.org
Business Manager, Brian Campos: (805) 646-4338 ext. 102, brianc@stacojai.org