

MARY'S CEMETERY DISTRICT

Rental Agreement, Fees, and Conditions for Use of Mary's Chapel

District Residents, Property Owners within District Boundaries or Non-Profit Organizations

PLEASE READ COMPLETELY AND CAREFULLY

Rental Fees:

1. \$300.00;
2. Rental fees must be paid thirty (30) days in advance of date of use;
3. Only checks are accepted, no cash;
4. Checks must be made payable to: Mary's Cemetery District;

Security Deposit Requirements:

1. \$250.00 Security Deposit must be paid to reserve the chapel;
2. The security deposit will be deposited at the time we receive it;
3. If the premises are determined to be left in satisfactory condition as outlined below, the security deposit will be returned to you within one month following the event date;
5. Only checks are accepted, no cash;
6. Checks must be made payable to: Mary's Cemetery District;

Mailing Address and phone information:

Mary's Cemetery District

P. O. Box 16

Yolo, CA 95697

(530) 662-9221 – message only;

Email: maryscemetery@gmail.com

Physical Address is different from mailing address: Please note the mailing address is different than the physical address. There is NO mail receptacle at the chapel or cemetery and any object sent there will be returned;

For invitation purposes only, the physical address of the chapel is: 12020 County Road 98; or state it is located at the intersection of County Road 15 and County Road 98;

Cancellation Notice:

Should you need to cancel or change your date of use, call the district secretary no later than thirty (30) days prior to the event date. If less than thirty (30) days notice of cancellation is given the security deposit is non-refundable;

Seating Capacity: 120 persons

Heating and Air Conditioning: The chapel has central heat and air conditioning.

Chapel Measurements: The center aisle is 41.5 feet from the outer front entry doors to the front railing; 32.5 feet from the inner entry door to the front railing; and 5 feet wide. The railing across the front is 12'2" side to side;

Insurance Requirements:

1. You must obtain and present to Mary's Cemetery District a Certificate of Public Liability Insurance (also known as one day event insurance) in the amount of no less than \$500,000.00 for

- the event date;
2. This certificate must be provided to the district secretary thirty (30) days in advance of event date;
 3. All policies shall name Mary's Cemetery District as the Certificate Holder;
 4. The renter and signer of this rental agreement must be the same person whose name is on the insurance policy as the policy holder;

Conditions for Use:

1. You are responsible for cleaning the chapel *before and after* the event date. This shall include vacuuming or sweeping and mopping the floors and carpets; dusting the pews and window sills, wiping clean all door jams, pews, podium and windows of any hand prints or fingerprints, removing all trash, all decorations, and all greenery, returning all portable steps to the small side rooms; returning the podium to the center of the front platform;
2. This cleaning must be completed to the satisfaction of the District or your security deposit is non-refundable;
3. Clean up must be completed by the end of the day following your event unless other arrangements have been made with the district secretary;
4. All keys will be provided to you three days prior to your event if there are no other events scheduled during that week;
5. All keys must be returned by the end of the day following your event unless prior arrangements have been made with the district secretary;
6. No nails, push pins, thumb tacks, scotch tape, or masking tape can be used on the flooring, pews, or walls;
7. Blue Painter's tape *only* shall be used on the floors or pews. All traces of the tape must be removed after your event;
8. Nothing shall be attached to the walls;
9. Both rear exterior exit doors (located inside the small rooms on either side of the altar) must be open when the chapel is in use. This is a State mandated safety requirement.
10. The long boards used to lock the rear exterior exit doors shall be placed so the long flat edge of the 2x4 is facing inside the room and the short stacked sides of the 2x4 are against the door surface;
11. The floor lock and the chain pull lock on the inside of the front entry doors shall be in place before you exit; the dead bolt must be locked from the outside;
12. All doors must be closed and locked when the chapel is vacant;
13. All lights and electronics must be turned off when the chapel is vacant;
14. No smoking or use of alcoholic beverages (unless communion is served) is allowed inside the chapel;
15. Candles shall be allowed during the ceremony only. The name of one person who will be responsible for extinguishing all candles immediately following the ceremony shall be provided below. This person must be someone other than the bride or groom;

RENTER agrees to all terms as stated in this rental agreement by completing this form and signing below. If payment for the security deposit and/or rental fee is mailed along with this completed and signed rental agreement, a completed receipt copy will be mailed to the person and address stated below.

Date of Chapel Use: _____

Renter's phone numbers: Home: _____

Work: _____

Cell: _____

Renter's Address: _____

Renter's e-mail address: _____

Person responsible for extinguishing candles: _____

Renter's Printed Name: _____

Renter's Signature: _____

Date Agreement Signed: _____

Security Deposit amount received: _____

Rental Fee amount received: _____

Bank name and check No.: _____

Date check received: _____

Received from: _____

Received by: _____

ATTENTION: It is only necessary to complete, sign, and return PAGE 4 of this rental agreement. The other pages are for your use and records.

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