



Catholic Diocese of Brownsville  
Newman Catholic Student Center



# Rental Contract

Event: \_\_\_\_\_ Rental fee: \_\_\_\_\_

Date of event: \_\_\_\_\_ Deposit: \_\_\_\_\_

Rooms to be reserved: \_\_\_\_\_

Reserved by: \_\_\_\_\_

Responsible person: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

To maintain and operate the building properly, certain rules must apply to its use.  
We appreciate your cooperation.

1. \$50 deposit is required for reservations.
  - a. Cancellations with less than two (2) weeks notice will deem the deposit nonrefundable.
  - b. Rental fee is due two (2) weeks prior to the event.
  - c. Fees: \$150 first floor/day \$50 room/ up to 4hours
  - d. Make all check payable to Catholic Diocese of Brownsville.
2. Special Events Coverage is required if the event is *not* sponsored by the Catholic Diocese of Brownsville.
3. Only reserved rooms will be used, no others. There is an additional charge for the use of the kitchen and other rooms. If additional rooms are needed, please contact Campus Ministry Coordinator in advance.
4. Eating and drinking is **restricted** to the kitchen/dining area or special arrangements must be made.
5. Do **NOT** staple anything to the floors, walls or ceilings. Masking tape is the only adhesive allowed on the walls.
6. When using the facility, the building **MUST** be left as you found it.
  - a. Tables, chairs, and furniture in their original place.
  - b. Trash must be picked up and taken outside to dumpsters.
  - c. Air conditioner must be ***turned off.***
  - d. All lights must be ***turned off.***
  - e. Back and front doors must be locked.
7. The Newman Catholic Student Center must be cleaned up the same day/night of the event. \$50 deposit will not be returned in the event the Newman Catholic Student Center is not cleaned.
8. If the kitchen is used, your organization should provide pots, pans, dishes and utensils.
9. Extra fees may apply for use of multimedia equipment.
10. Decorating for event must be done on the day of the event.
11. The keys should be returned to the office the following business day by 12:00 noon.

I have read, understand and agree to comply with the above rules.

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

Campus Minister: \_\_\_\_\_ Date: \_\_\_\_\_