

Sacred Heart Parish Hall

Use of Facilities Agreement Form

FACILITIES REQUESTED

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Bride/Groom Room | <input type="checkbox"/> Gym | <input type="checkbox"/> Social Hall |
| <input type="checkbox"/> Church (Wedding) | <input type="checkbox"/> Gym/Kitchen | <input type="checkbox"/> Social Hall/Kitchen |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Library | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Family Room | <input type="checkbox"/> Music Room | |

For what function or activity will the facility be used? This information is necessary for efficient use of facilities and to assure concurrent activities are compatible. Reminder: Alcoholic beverages are not permitted on the premises.

Date of Event: _____ **Number of people attending:** _____

Beginning Time: _____ **Ending Time:** _____

RENTAL/DEPOSIT FEES

RENTAL FEE COST: \$500 per event *cash only (2nd day: \$50 off; 3rd day: \$100 off)*

DEPOSIT FEE: \$500 *(cash only, refundable after event)*

FACILITIES COORDINATOR FEE: \$100 per day

The rental fee check will be cashed immediately. The deposit fee will be held until after the event. If clean-up requirements are met, the deposit will be returned. The Facilities Coordinator will be paid directly.

RELEASE

In consideration of being permitted to use the above facilities, I, on behalf of myself and/or the organization I represent, release Sacred Heart Church/St. James School, its members, employees and officers from any and all liability or claims for loss or damages resulting there from; I assume the risk associated with the activities I engage in while using any of the Parish facilities indicated above, and specifically assume full responsibility for bodily injury, death or property damage due to the negligence of Sacred Heart Parish, its members, employees, officers or other individuals using the facilities.

I agree that I shall be liable for the cost of any loss or damage to property or equipment (reasonable wear and tear accepted) during my use of the facility and, will promptly reimburse Sacred Heart Church the same. I have received, read and agree to the "Rules and Guidelines for the use of Sacred Heart Church Facilities and Grounds."

Signature of Parish Member: _____

Parish Member (Print): _____ **Date:** _____

Address/Zip Code: _____

Primary Phone: _____ **Secondary Phone:** _____

Email: _____