

**Holy Family Catholic Church**  
**Picnic Shelter**  
**Shelter Rental Agreement**

Organization Name: \_\_\_\_\_

Representative's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Certificate of Insurance: (Yes/No) \_\_\_\_\_ Rental Fee: \_\_\_\_\_  
(Please attach copy to this agreement) (Please Attach Check)

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### **Policy**

Diocesan policy stipulates that Holy Family may rent its facilities for various gatherings of *parishioners*, and to *nonprofit (501c) organizations*. The parish may not rent facilities to *for-profit organizations or to individuals who are not parishioners*. The person or organization using the facility is required to purchase or provide evidence of insurance.

### **Procedure**

Please observe the following rules and regulations during your stay at the Picnic Shelter:

1. No garbage should be left on the grounds. All trash should be removed from garbage bins and thrown into the dumpster.
2. Alcoholic beverages are not permitted on the premises.
3. Children using the playground must be supervised by an adult at all times.
4. The cost of any damage to the facility will be billed to your organization.
5. Rental fee must be paid in full at the time of booking facilities; refunds allowed only if notice of cancellation provided one month in advance of event.

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

Pastor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_