

**Holy Family Catholic Church
Parish Activity Center
Room Rental Agreement**

Organization Name: _____

Representative's Name: _____ Telephone: _____

Date & Time of Function: _____ Setup Time: _____

Number of Rooms: _____ (Indicate Room #'s here) Include Kitchen: _____ (Yes/No)

Special Requests: _____

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

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 Parish Activity Center:

1. Under no circumstances should you or your party rearrange the moveable walls. They will be set up for you in advance of your function. The cost of damages incurred by unauthorized persons moving the walls during your event will be billed to your organization.
2. It is the responsibility of your organization to restore the room or rooms to their original state. This includes cleaning up of trash, arrangement of furniture to its original position and so forth. Rental of the facility allows you access for set-up prior to the time of your function and afterwards for clean-up purposes.
3. Trash must be removed and placed in the cans located outside the kitchen door. Plastic bags are located under the stainless steel table in the kitchen. Please do not leave garbage in the cans located inside the building.
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.
6. Alcoholic beverages are not permitted on the premises.

Signature: _____ Date: _____

Pastor's Approval: _____ Date: _____