



## Parish Hall Rental Agreement

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

Is your organization qualified as a 501 C 3 non-profit organization under IRS guidelines? \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of event: \_\_\_/\_\_\_/\_\_\_ Time of event: \_\_\_:\_\_\_ AM to \_\_\_:\_\_\_ AM  
PM to \_\_\_:\_\_\_ PM

Do you need set up time before event? No \_\_\_\_\_ Yes \_\_\_\_\_

Same day at: \_\_\_\_\_ Previous day at: \_\_\_\_\_ (There is a \$30.00 charge for previous day set-up)

Person responsible for this agreement: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail address \_\_\_\_\_

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**Kitchen Use:** ( If kitchen will not be used, skip this section)

Who will be responsible for cleanup of kitchen and restoring the parish hall to the original configuration?

\_\_\_\_\_ Our Group/Organization/Our Caterer \* **Please follow clean-up checklist**

\_\_\_\_\_ We have hired the church Sexton as described in #5 of Usage Fees

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***This rental agreement, the 1/3 rental deposit, and the \$25.00 security deposit should be returned to Holy Cross as soon as possible in order to confirm the reservation.***

Parish Hall Rental \$ \_\_\_\_\_

Rent Deposit (1/3 of rent) \$ \_\_\_\_\_

Kitchen Rental \$ \_\_\_\_\_

Security/Cleaning Deposit 25.00

Fee for early set-up \$ \_\_\_\_\_

**TOTAL Due Today:** \$ \_\_\_\_\_

**Total Rental Fees** \$ \_\_\_\_\_

**Balance due before event** \$ \_\_\_\_\_

We have read the guidelines and accept the conditions of this usage agreement:

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_