

St. Joan of Arc Parishioner Rental Application for use of Parish Facilities

(Immaculate Conception Church School building, Sacred Heart Church Hall, & St. Patrick Church Basement)

Parishioner in charge _____ Phone Number _____

Address _____

Location Requested Anthony Danville Harper Date Requested _____ Hours of use: _____ to _____

General Terms and Conditions

Rental Fee Rates

Rate	Deposit	Time Frame
\$20 an hour suggested donation	Not required	Hourly
\$400 all day	\$200 deposit	Additional days leading up/following the day of the event may be reserved for an additional \$125 a day

*deposit will be refunded once facility has been deemed clean and undamaged

The above party (parishioner in charge) is responsible for the following:

- 1) Crowd control and security of the parish facility
- 2) Damage to any property, equipment or facility
- 3) Cleaning all areas and supplies used prior to the end of the day included the ground/parking lot outside.
- 4) Submit proof of liability insurance for facility use. This must include proof for liability of alcohol related accidents and submitted to the parish office.
- 5) Comply with state and local laws.
- 6) Accidents or personal injury occurring as a result of the activity.
- 7) All dances must end at 11:00pm
- 8) Not moving tables and/or chairs from room to room
- 9) Not to be used for the purpose of making a profit without prior written consent from the pastor.
- 10) Security deposit and application form is required to reserve the date. All monies owed from rental of the facility shall be paid prior to the event.
- 11) The parishioner requesting the use of the facility will need to make arrangements to meet coordinators to pick up and return the key.
- 12) All decorations that are used need to be removed following the event.

*Parish Facilities are primarily for the use of parish activities: therefore, parish groups and organizations will have priority over use of the facilities. It is expected that parishioners requesting to use be active, contributing stewards in the parish life. Funeral Dinners, provided for a service to the parish and community, will have priority over all other functions.

Renter's signature _____ Date _____

For Office Use:

Received by _____ Date _____

Total due _____ Received _____ Date _____

Deposit Refund _____ Date _____