

REQUEST FOR BUILDING USAGE

Sacred Heart of Jesus Catholic Church

- (1) This request form must be completed in its entirety
- (2) If fees are applicable, payment can be made to the Church Office Staff at time of request
- (3) Return completed form to Church Office (hsvsacredheart@gmail.com)

APPLICANT		
NAME		
PHONE		
ORGANIZATION		
Today's Date		
EVENT		
Type of Event (meeting, dinner, etc.)		
Date of Event		
Estimate # Attending		
Ahead of Event Setup needed		
Start Time for Preparation		
Start Time for Event		
End Time for Event		
End Time for Clean-Up		
COMPLETE ALL INFORMATION REQUESTED ABOVE THIS LINE		
<i>OFFICE USE ONLY</i>		
FEES		
Parish Organization fill in name:		\$0.00
Fund Raising	Parish-sponsored	\$100.00
Parishioner Private Use		\$150.00
WAIVER OF LIABILITY	Completed, signed (For non-parish functions and/or activities)	
OUTSIDE ORGANIZATION	<i>(To be approved by Pastor & Finance Chair)</i>	
A & E Classrooms	\$25.00 or \$50.00 per hour	Due at sign-up
Upper Hall (\$100 deposit at sign-up)	\$50 per hour, 4-hour minimum	\$200 or more
Lower Hall (\$200 deposit at sign-up)	\$130 per hour, 4-hour minimum	\$520 or more
Use of Kitchen (serving only)		\$100 added
Use of Kitchen Equipment	Ovens, Refrigerator, Dishwasher	\$300 added
Use of Hall Audio	Or projector Television	\$50 added
Set-up/Take-down	Pay directly to Custodian	See below
(whichever is more)	\$5 per table or \$.50 per attendee	
Tableware/Linens Dep. (refundable)	Separate Payment	\$50
Tablecloth Cleaning; arrange by parish	Market price	Added
Damage/Loss		
Refrigerator/Freezer Space		
Video Equipment Required		
Sound Equipment Required		
<i>I have read the <u>Guidelines: Informational and Operational</u> for Sacred Heart of Jesus Church. I accept and understand my responsibilities before, during and after the scheduled event, and will notify the Head Custodian of any deviations from requests listed on this form. I also agree to complete, and attach to this form, a detailed diagram for the placement of tables, chairs and equipment needed for the requested event, at least two(2) weeks prior to the requested date. A signed Waiver of Liability is attached</i>		
Signature	Date	