



# St John the Evangelist Catholic Church

## FACILITES RENTAL APPLICATION/AGREEMENT

Individual / Organization Requesting Rental: \_\_\_\_\_ / \_\_\_\_\_

Reason for Rental: \_\_\_\_\_

Date of Event/Rental: \_\_\_\_\_ Setup Req'd:  Yes  No Event Start - End Time: \_\_\_\_\_ - \_\_\_\_\_

**Requested Room (Capacity):**

- |                                                                |                                                                   |                                                   |                                                                   |
|----------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Church (200): (by special permission) | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <input type="checkbox"/> Church Lower Hall (25):  | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| <input type="checkbox"/> Cross Hall Gym (160):                 | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <input type="checkbox"/> Pope Benedict Room (12): | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| <input type="checkbox"/> Canon Gale Room (14):                 | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <input type="checkbox"/> St Augustine Room (14):  | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| <input type="checkbox"/> Kitchen (12):                         | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <input type="checkbox"/> St Gregory Room (16):    | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |

**Rates and Additional Requests:**

- |                                                                  |                                                                         |                                                                                                                                  |
|------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Base Room Rental:            | <input type="checkbox"/> Approved <input type="checkbox"/> Denied       | <b>\$ 50/hr. base rental (see Items 2 &amp; 4)</b>                                                                               |
| <input type="checkbox"/> Kitchen / Event Support Surcharge:      | <input type="checkbox"/> Approved <input type="checkbox"/> Denied       | \$ 50 flat rate additional cost (see Items 3 & 4)                                                                                |
| <input type="checkbox"/> Audio Equipment Surcharge:              | <input type="checkbox"/> Approved <input type="checkbox"/> Denied       | \$ 25 flat rate additional cost (see Item 4)                                                                                     |
| <input type="checkbox"/> Projector / Screen Equipment Surcharge: | <input type="checkbox"/> Approved <input type="checkbox"/> Denied       | \$ 25 flat rate additional cost (see Item 4)                                                                                     |
| <input type="checkbox"/> Damage / Set-up / Cleaning Surcharge:   | <input type="checkbox"/> Approved <input type="checkbox"/> Denied       | \$ 100 flat rate additional cost (see Items 4 & 5)                                                                               |
| <input type="checkbox"/> Issued Facilities Access Key:           | <input type="checkbox"/> Returned <input type="checkbox"/> Not Returned | \$ 100 flat rate additional cost if not returned (See Items 4 & 5)                                                               |
| <input type="checkbox"/> Other by Hall Manager/PP (see Item 4):  | <input type="checkbox"/> Approved <input type="checkbox"/> Denied       | <b>If rental is discounted or offered at no charge (N/C),<br/>a donation / offering to offset operating costs is appreciated</b> |

**Conditions:**

1. Rentals are not permitted to overlap parish use, or other groups who have made bookings.
2. Base Room Rental applies to requested room and the rate is based on the time that access to the facilities is given until the time of vacating.
  - a. Includes access and use of bathrooms (main floor handicap and lower level ladies' & men's washrooms).
  - b. User is responsible for providing their own requisite liturgical items if using the Sacristy/Church for Mass.
3. Kitchen / Event Support Surcharge includes:
  - a. Use of the gas stove (see instructions on use), coffee and tea urns, Bunn coffee machine, cutlery, plates, bowls, cups and glasses.
  - b. It does not include any consumables or condiments.
4. Surcharges and / or Preferred Rental rate is at discretion of Parochial Administrator, Hall Manager, or authorized personnel.
  - a. If use of the space involves financial gain to the renter, then rental rates will apply as noted above.
5. Surcharges will be billed to the renter if any of the following conditions are not met:
  - a. Hall tables and chairs are to be returned to pre-rental conditions.
  - b. Kitchen dishes, utensils, pots, pans, coffee and tea urns are to be washed and placed back in their original locations.
  - c. Bunn coffee machine is to be unplugged and cleaned.
  - d. All garbage receptacles are to be emptied and re-bagged, all garbage is to be bagged before being placed in black bins.
  - e. If any breakage or damage occurs, and/or cleaning or set-up is required or access key is not returned, a surcharge will be enforced.
  - f. Grounds around the facilities to be restored to their original condition.
6. Renter will:
  - a. Abide by St John's current Emergency Response Plan as per attached and sign in and out of their events on the appropriate forms.
  - b. Be responsible for their guests, including informing them of these policies and procedures.
7. Payment:
  - a. Cheques are to be made payable to **St John the Evangelist Catholic Church** or pay by **PayPal** on our website [www.calgaryordinate.com](http://www.calgaryordinate.com).
  - b. Payment is for rental/equipment use only. Renter is responsible for all personal & property liability insurance.

I have read the above conditions and in consideration of renting SJE's facilities, agree to be the above.

Print Renter's Name and verify agreement box above is checked \_\_\_\_\_ Email Address \_\_\_\_\_

Signature of Renter / Contact \_\_\_\_\_ Contact Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Signature of SJE Hall Manager _____	Date _____	<input type="checkbox"/> Approved	Rental Income: \$ _____	<input type="checkbox"/> N/C	<input type="checkbox"/> Donation
		<input type="checkbox"/> Denied	<input type="checkbox"/> Key(s) Issued	<input type="checkbox"/> Returned	<input type="checkbox"/> Paid
			<input type="checkbox"/> Not Paid		

⇒ Completed form to be emailed to [hallmanager-sje@calgaryordinate.com](mailto:hallmanager-sje@calgaryordinate.com) - booking request is subject to approval ⇐