



# St John the Evangelist Catholic Church

## FACILITES RENTAL APPLICATION/AGREEMENT

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

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

Date: \_\_\_\_\_ Start & End Times: \_\_\_\_\_

**Requested Room (Capacity):**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> <b>Cross Hall Gym (160):</b>    | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <input type="checkbox"/> <b>Lower Hall (25):</b>                              | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| <input type="checkbox"/> <b>Canon Gale Room (14):</b>    | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <input type="checkbox"/> <b>Blessed John Henry Newman Room (6):</b>           | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| <input type="checkbox"/> <b>Pope Benedict Room (12):</b> | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <input type="checkbox"/> <b>St Gregory Room (16):</b>                         | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| <input type="checkbox"/> <b>St Augustine Room (14):</b>  | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <input type="checkbox"/> <b>Church (200): (by special permission with PP)</b> | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |

**Additional Requests and Rates:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Room Rental:</b>                          | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | \$ 50/hr. minimum 2 hour rental (see Item 2 & 4)   |
| <input type="checkbox"/> <b>Audio Equipment Surcharge:</b>            | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | \$ 25 flat rate additional cost (see Item 4)   |
| <input type="checkbox"/> <b>Projector/Screen Equipment Surcharge:</b> | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | \$ 25 flat rate additional cost (see Item 4)   |
| <input type="checkbox"/> <b>Kitchen Use Surcharge:</b>                | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | \$ 50 flat rate additional cost (see Item 3 & 4)   |
| <input type="checkbox"/> <b>Damage/Set-up/Cleaning Surcharge:</b>     | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | \$ 100 (See Item 4 & 5)  |
| <input type="checkbox"/> <b>Other (Specify – see Item 4):</b>         | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | \$ _____ (If rental is offered at no charge (N/C),<br>a <b>donation / offering</b> to offset operating costs is appreciated) |

**Conditions:**

1. **Rentals are not permitted to overlap parish use, or other groups who have made bookings.**
2. **Room Rental** 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 Use Surcharge** includes:
  - a. Use of the gas stove (see instructions on use), the coffee and tea urns, the 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 Fr. Kenyon (Parish Priest), Bruce Travis (Hall Manager), or an authorized Finance or Parish Council Member, and in accordance with the conditions set forth in this agreement.
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 to be emptied and re-bagged.
  - e. If any breakage or damage occurs, and/or cleaning or set-up is required, the deposit 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 health and safety procedures 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 have checked agreement box above)

Email Address

Signature of Renter / Contact

Contact Telephone

Date

Signature of SJE Hall Manager / PP

Date

Approved      Rental Cost: \$ \_\_\_\_\_       Donation

Denied       Keys Issued     Returned     Paid     Not Paid

➡ PDF Completed form and email to [hallmanager-sje@calgaryordinate.com](mailto:hallmanager-sje@calgaryordinate.com) - booking request is subject to approval ↩