



St John the Evangelist Catholic Church

FACILITES RENTAL APPLICATION/AGREEMENT

Individual / Organization Requesting Rental: _____ / _____

Reason for Rental: _____

Date of Rental: _____ Setup/Start - End Time: _____ - _____

Requested Room (Capacity):

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

Additional Requests and Rates:

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

Conditions:

1. **Rentals are not permitted to overlap parish use, or other groups who have made bookings.**
2. **Base 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), 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 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 are to be emptied and re-bagged, all garbage is to be bagged and 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 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.
 - 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 / PP

Date

Approved

Rental Income: \$ _____

N/C *Donation*

Denied

Key(s) Issued *Returned*

Paid *Not Paid*

⇒ PDF Completed form and email to hallmanager-sje@calgaryordinate.com - booking request is subject to approval ⇐