

# Facility Rental Agreement



**SHJSG**

Sacred Heart of Jesus  
Parish Center

1031 Sprengle Rd.  
Spring Grove, PA 17362  
(717)225-1704

www.sacredheartsg.com

Organization/Individual agree to the following rules/regulations  
(Please initial each line):

\_\_\_\_ Security Deposit of \$100 due to reserve the date. (Separate check of \$100).

\_\_\_\_ Balance due must be paid 7 days in advance.

\_\_\_\_ Reservations not paid before event are subject to cancellation.

\_\_\_\_ Full refund if cancelled 30 days prior to event. No refund for no show.

\_\_\_\_ This is a smoke free campus. **No smoking.** Smoking will cause loss of security deposit.

\_\_\_\_ Renter is responsible for any damages that may occur to SHJSG property.

\_\_\_\_ All trash is to be taken to the dumpsters. Bags and cans are provided.

\_\_\_\_ SHJSG is not responsible for any injuries that may occur to guests during the use of the parish center property.

\_\_\_\_ Associations must provide Certificate of Insurance.

\_\_\_\_ Set-up and take down of tables and chairs is the responsibility of the renter, unless prior arrangements have been made with the parish office, and according to the provided diagram.

\_\_\_\_ Kitchen Rentals—All surfaces must be wiped down at the end of the event.

\_\_\_\_ Floors are to be swept and/or mopped as needed.

\_\_\_\_ Food remaining will be discarded.

Event Date \_\_\_\_\_

Time \_\_\_\_\_ to \_\_\_\_\_  
(include set-up & clean-up)

Approximate Number of  
Guests : \_\_\_\_\_

	Parishioner	Non-Parishioners
<b>Hall Only</b>	<b>\$175</b>	<b>\$275</b>
<b>Classroom (per hour)</b>	<b>\$ 25</b>	<b>\$35</b>
<b>Picnic Grove</b>	<b>\$ 50</b>	<b>\$50 No electric/No restroom</b>

Organization/Individual Renting \_\_\_\_\_

Contact Person Day of Event \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate # \_\_\_\_\_ Email \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

What space you are renting?     Hall             Classroom             Picnic Grove

Will you need SHJSG staff to set up the room (additional fee will apply)?  Yes     No \*\*If yes Diagram of room required

**Equipment &**                                     TV/DVD \$50     Laptop \$50     Laptop w/Projector \$50     Soundsystem \$50

**Additional Rooms Available**             Stage \$25     Front Kitchen \$25     Full Kitchen(no fryers) \$75     Fryers \$50/per fryer

**(Check all that you are requesting)**     Outdoor Electric \$25     Restrooms (if renting Picnic Grove) \$75     Set-up or Takedown \$50

I have read, initialed, and agree to the above regulations & the appropriate Appendices submitted and signed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

SHJSG Representative completing this contract: \_\_\_\_\_

### OFFICE USE ONLY

Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No By _____ Rental Fee                    \$ _____ Equipment Fee                \$ _____ Set-up/Takedown Fee        \$ _____ TOTAL DUE                    \$ _____	<table style="width: 100%;"> <tr> <td>Security Deposit (\$100)</td> <td>Date _____</td> <td>Ref _____</td> </tr> <tr> <td>Paid \$ _____</td> <td>Date _____</td> <td>Ref _____</td> </tr> <tr> <td>Paid \$ _____</td> <td>Date _____</td> <td>Ref _____</td> </tr> <tr> <td>Open _____</td> <td>Close _____</td> <td></td> </tr> </table>	Security Deposit (\$100)	Date _____	Ref _____	Paid \$ _____	Date _____	Ref _____	Paid \$ _____	Date _____	Ref _____	Open _____	Close _____	
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*Effective 1/21/2019*