



FACILITIES USE CONTRACT

THE PARTY BELOW and St Mary Catholic Parish enter into this agreement:

 Name of Individual or Organization

 Address Phone #

The parties agree as follows subject to the **Terms and Conditions** (specific to each facility) of this agreement, the foregoing premises are to be used for:

Purpose of Event: _____ on Day / Date of Event: ___/___/___

Recurring Event: YES NO Day of week: _____ From: _____ to _____

Starting time: _____ AM/PM End time: _____ AM/PM Number of guests: _____
 Set-up day / time: _____ Clean-up time: _____

Donation recommendation for use of Small Hall or Pavilion: (Circle One:)

Small Hall (Ministry of St Mary): \$250 \$ _____
 Small Hall (Parishioners): \$500 (includes Kitchen **only** for Small Hall) \$ _____
 Pavilion \$100 \$ _____

Additional Facilities:

Classroom \$ 15 \$ _____
 Facility discount: _____ % or \$ _____ (see attachment) \$ _____

TOTAL DONATION: \$ _____

Deposit (50% of Total) Required: \$ _____

Balance Due prior to event: \$ _____

This agreement shall NOT take effect until the Contract and Terms and Conditions Policies are signed. The Facility user shall and does hereby agree to and accept the premises in the condition they may be at the time of the facility use. Should Parish / facility user agree to terms other than stated, that agreement will be in writing and attached. The Facility User will pay in total for any damage to the Facility (initial here _____). I, the Facility User, have read and understand the Parish Hall Terms and Conditions and the above stated terms and agree to comply with the same.

 Facility User Name (print) Facility User Signature / Date Parish Agent / Date