

**OUR LADY OF THE MIRACULOUS MEDAL CATHOLIC CHURCH
HALL
RENTAL AGREEMENT**

Organization Name: _____

Representative's Name: _____ Tel.: _____

Date & Time of Function: _____ Setup Time: _____

Include Kitchen: _____
(Yes/No)

Special Requests: _____

Certificate of Insurance: (Yes/No) _____ Rental Fee: _____
(Please attach cheque)

Please observe the following rules and regulations during your stay at the Parish Hall:

1. It is the responsibility of your organization to restore the room to its original state. This includes cleaning up trash, arrangement of furniture to its original position and so forth. Rental of the facility allows you access for set-up prior to the time of your function and afterwards for clean-up purposes.
2. No alcohol beverages are allowed.
3. The cost due to damage/theft to the facility will be billed to you or your organization either in the Parish Hall itself or in the Church due to any doors having been left open.
4. Advance payment of the rental fee is required.

Signature: _____ Date: _____

Approval: _____ Date: _____
(Pastor/Pastoral Associate)