SAINT JUDE the APOSTLE CATHOLIC CHURCH

Rental Fee Information for Church & Halls

Non-Parishioner Form

Pricing

Rental of Church, Adoration Chapel, Ministry Hall or Stapleton Center (**all subject to Pastor's approval)** deposit must be received within two weeks of reserving space in order to hold the event on the calendar. Deposits are refunded if function is canceled. Fees should be paid in full at least one month prior to the date of the rental.

Non – Parishioner Fee Schedule

- **Church for Weddings and Quinceañeras**
  $1500.00 Rental Fee – Non refundable
  $ 95.00 Catholic Mutual Insurance Rider fee*
  $ 300.00 Deposit – Due w/ reservation, refundable after room inspection
- **Adoration Chapel for Weddings and Quinceañeras (intimate setting; seats 32)**
  $ 300.00 Rental Fee – Non refundable
  $ 95.00 Catholic Mutual Insurance Rider fee*
  $ 300.00 Deposit – Due w/ reservation, refundable after room inspection
- **Ministry Hall**
  $1500.00 Rental Fee - Non refundable
  $ 95.00 Catholic Mutual Insurance Rider fee*
  $ 300.00 Deposit – Refundable upon approval of Plant Manager
  Stapleton Center
  $1300.00 Rental Fee – Non refundable
  $ 95.00 Catholic Mutual Insurance Rider fee*
  $ 300.00 Deposit – Due w/ reservation, refundable after room inspection

Rental Agreement
Acknowledgment of Responsibility for St. Jude the Apostle

- **Deposits**
  $300.00 due at time of reservation. Refundable after inspection and approval of Director of Facilities and Maintenance. *Room must be left in clean condition - see the cleaning requirements below.* Rugs in Ministry Hall cannot be moved.
- **Time Limits**
  Rooms are rented until 12:00 midnight. Please allow time for clean up.
- **Cleaning Requirements**
  Remove all leftover food and beverages. Kitchen clean with floors swept and counters wiped down. All spills wiped up and trash removed from hall and placed in dumpsters outside. *Leave room in the same condition you found it.*
- **One Month Prior to Event:** Work Orders *must* be submitted to the Plant Manager one month prior for advance room setup. All fees and Insurance Rider *must* be paid no later than one month before the event.

Catholic Mutual Guidelines
Insurance Rider for Special Events/Room Rentals

Any non-church sponsored event requires an insurance rider from Catholic Mutual. The cost of the rider is $95.00. The fee for the Insurance Rider must be received by our church office one month before the event.

- Make Money order **only payable to the Archdiocese of Atlanta**. *No checks or cash will be accepted.*
- *The $95.00 is refundable only if the event is cancelled.
- The date of the event can be changed without sending an additional rider.

Please complete acknowledgment on the back.

Rev. 08.15.16

ACKNOWLEDGMENT OF RENTAL

We acknowledge that we have been provided with our own copy of Guidelines for Renting Space at Saint Jude the Apostle Catholic Church. We acknowledge that we have read the contents of the Guidelines and agree to abide by them.

Responsible Party: _____

Signature: _____**Date of event:** _____

Deposit received w/ reservation paperwork_____ **check#**_____

Payment Due date: _____**Work Order Due date:** _____

Rental fee paid / amount: _____**Date:**_____**check#**_____

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