



**Guidelines for Renting Space**  
**\*Parishioner Form\***

**Pricing**

Room Pricing for Private Parties. **(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.

**Parishioner must be registered for at least 6 months prior to event**

- **Church for Weddings and Quinceañeras**
  - \$ 750.00 Rental Fee – Non refundable
  - \$ 300.00 Deposit – Refundable upon approval of Director of Facilities and Maintenance
- **Adoration Chapel for Weddings and Quinceañeras (intimate setting; seats 32)**
  - \$ 150.00 Rental Fee – Non refundable
  - \$ 300.00 Deposit - Refundable upon approval of Director of Facilities and Maintenance
- **Ministries Hall**
  - \$ 750.00 Rental Fee - Non refundable
  - \$ 95.00 Catholic Mutual Insurance Rider - Non refundable unless event is cancelled
  - \$ 300.00 Deposit – Refundable upon approval of Director of Facilities and Maintenance
- **Stapleton Center**
  - \$ 650.00 Rental Fee – Non refundable
  - \$ 95.00 Catholic Mutual Insurance Rider – Non refundable unless event is cancelled
  - \$ 300.00 Deposit – Refundable upon approval of Director of Facilities and Maintenance

**Rental Agreement**

**Acknowledgment of Responsibility for St. Jude the Apostle**

- **Deposits**

\$300.00 due at time of reservation. Refundable upon 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 before Event:** Work Orders *must* be submitted to the Director of Facilities and Maintenance one month before 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 offices one month before the event.

- Make **money order only** payable to Archdiocese of Atlanta. ***No checks or cash will be accepted.***
- The \$95.00 is refundable 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 Church. We acknowledge that we have read the contents of the Guidelines and agree to abide by them.

**Responsible Party:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date of event** \_\_\_\_\_

**Amount paid: Rental \$** \_\_\_\_\_ **Deposit \$** \_\_\_\_\_ **Insurance Rider: \$95.00** \_\_\_\_\_

**Date of Payment:** \_\_\_\_\_.

***Saint Jude the Apostle Catholic Church. 7171 Glenridge Drive. Sandy Springs, Ga. 30328  
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