

Guidelines for Renting Space – Non-Parishioner Form

Pricing

Room Pricing for Private Parties. **(All subject to Pastor’s approval).**

Deposit must be received to hold the event on the calendar. Deposits are refunded if the function is canceled.

Non – Parishioner Fee Schedule

- **Church for Weddings**
 \$1500.00 Rental Fee – Non-refundable
 \$ 300.00 Deposit – Refundable upon approval of Director of Facilities and Maintenance
- **Ministry Hall**
 \$1500.00 Rental Fee – Non-refundable
 \$ 95.00 Catholic Mutual Insurance Rider fee*
 \$ 300.00 Deposit – Refundable upon approval of Director of Facilities and Maintenance
- **Stapleton Center**
 \$1300.00 Rental Fee – Non-refundable
 \$ 95.00 Catholic Mutual Insurance Rider fee*
 \$ 300.00 Deposit – Refundable upon approval of Director of Facilities and Maintenance

Rental Agreement

Acknowledgment of Responsibility for Saint 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 11:00 pm. 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 Director of Facilities and Maintenance one month before event for 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 canceled.
- The date of the event can be changed without sending an additional rider.

ACKNOWLEDGMENT OF RENTAL

We acknowledge that we have been provided with our own copy of the 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: _____ **Date of Event** _____

Signature: _____

Amount Owed: Deposit \$ _____ **Rental \$** _____ **Insurance Rider: \$95.00 - NA or Date Paid:** _____

Date of Deposit Payment: _____ **Date of Rental Payment:** _____