

*Application and Rental Agreement for the use of the Parish Facilities*

*Saint Patrick Church  
152 East Pomfret Street  
Carlisle, Pennsylvania 17013  
717-243-4411  
Fax: 258-9281*

*Date of Application:* \_\_\_\_\_

*Event:* \_\_\_\_\_

*Date Requested:* \_\_\_\_\_ *Set up/Event Time:* \_\_\_\_\_

*Contact Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Organization Requesting Use:* \_\_\_\_\_

*Are you a member of Saint Patrick Parish?* \_\_\_\_\_

*Room or Area requested:* \_\_\_\_\_

*Number of People:* \_\_\_\_\_

*Name of Caterer:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Fees*

Please see attached fee schedule for areas available.

There will be no rental fees for the use of the facilities by Parish organizations for their regular activities. There will be a janitorial fee for dinners, dances, or for any event at which food and/or drink is served.

*Note:* The fees are strictly intended to be used for the cost of utilities, supplies, and the maintenance team that must perform cleanup, breakdown of setup, setup for the next event, and locking up and securing of the building. The fees are fixed for the event.

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*Conditions of Application*

1. Applications must be received in the parish office sixty (60) days prior to date of intended use. Confirmation of reservation or denial of application will be confirmed by the Parish Administrative Manager.
2. **Upon confirmation of reservation, the applicant will make full payment to the parish, including tables & chairs fee, clean up fee, rental staff support fee, rental fee and security deposit (if applicable) to secure the event date.**
3. Any costs due to damages will be deducted from the security deposit. If the costs for damages exceed the security deposit, the user is required to pay the total costs within five (5) days of the date of use. Upon inspection, and with no charges to the applicant, the full security deposit will be returned within fifteen (15) days of the date of use.
4. Cancellations must be made twenty-four (24) hours prior to use and by 12:00 noon on Friday for cancellation of weekend use. Only under these conditions will monies be refunded. In other than emergency situations, a ten percent (10%) fee will be charged for refunds.
5. At time of application, the individual and/or organization will provide the parish with proof of certification of adequate liability insurance coverage. This applies only to non-parish organizations and non-parish related functions.
6. **All persons or organizations using any part of Saint Patrick's Facilities are responsible for the conduct of those persons or members attending the meeting, function or event, including during any setup or cleanup periods, and shall insure that all persons comply with all laws in Pennsylvania including acquiring and paying for all permits required for small games of chance or alcohol use permits.**
7. **All groups must abide by the Youth Protection policy of the Diocese of Harrisburg. This may be viewed on the diocesan website which is: [www.hbgdiocese.org](http://www.hbgdiocese.org). The parish and diocese accept no responsibility for failure to comply with stated requirements.**
8. **The individual and/or organization will provide the parish with proof of certification of adequate liability insurance coverage in the amount of \$1,000,000.00 per occurrence. This certificate of insurance must name the parish and the Arch/Diocese as an additional insured. This applies only to non-parish organizations and non-parish related functions.**

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**Specific Conditions for the use of Parish Facilities**

1. The applicant is responsible for restoring the facility and its surrounding areas to its original condition according to agreed-upon time limits. This includes table clean-up, removal of any and all trash to trash cans, and removal of all decorations and left over food
2. The applicant will use the facilities in accordance with all local, state, and federal fire, safety, and sanitary regulations. In addition, the applicant agrees to abide by the regulations covering the facility as imposed by the parish. (See Rules)
3. The applicant will hold the parish harmless from any damages, charges, suits, or costs for any delinquency, non-compliance, or violation of any liability, for costs for damages of injury to persons or property.
4. The hours of use will not vary.

***Failure to comply with any of the above may result in full or partial forfeiture of security deposit and/or refusal or denial of future rentals.***

***The undersigned agrees to comply with the rules and regulations of Saint Patrick Parish regarding the use of the Parish Facilities.***

***Signed: \_\_\_\_\_ Date: \_\_\_\_\_***

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**Rental Fees for Parish Facilities**

**At Marsh Drive:**

		Fee
1. Warrell Social Hall	\$175.00	_____
2. Warrell Social Hall Kitchen	\$175.00	_____
3. School Gymnasium	\$ 100.00	_____
4. School Library	\$ 50.00	_____
5. Father Ganss Room	\$ 50.00	_____
6. Music Room	\$ 50.00	_____
7. Science Room	\$ 50.00	_____
8. Art Room	\$ 50.00	_____
9. School Classrooms	\$ 50.00	_____
10. Monsignor Mattern Room (Life Teen Room)	\$ 50.00	_____
11. Bishop Waltersheid Room	\$ 50.00	_____
12. Monsignor Schmidt Room (RCIA Room)	\$ 50.00	_____
13. All three Adult Education Rooms	\$150.00	_____
14. Father Welsh Room	\$100.00	_____
15. Father Forrey Room	\$ 75.00	_____
16. The Turo Scout Room	\$ 50.00	_____
17. The Eagle Scout Room	\$ 50.00	_____
18. The Warrell Scout Room	\$ 50.00	_____
19. All three Scout Rooms	\$150.00	_____
20. Parish Activity Center Gymnasium	\$300.00	_____
21. The above with Stage and Stage Equipment	\$600.00	_____
22. Parish Activity Center Kitchen	\$200.00	_____

**At Pomfret Street:**

1. Kole Library	\$ 50.00	_____
2. Saint Joseph Room	\$ 50.00	_____
3. Catacombs (Note: Not handicap accessible)	\$ 50.00	_____

**At Pine Grove Furnace State Park:**

1. Saint Eleanor Regina Chapel	\$100.00	_____
2. With kitchen facilities	\$125.00	_____

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**Rental Fees for Parish Facilities Continued**

**Tables & Chairs Fee:**

First 6 tables and 48 chairs are included in the cost of room rental fee. Below are the fees for additional tables and chairs.

		Qty	Fee
1. Tables	\$7.00 each	_____	_____
2. Chairs	\$1.25 each	_____	_____
3. PAC Bleachers	\$500	_____	_____

**Clean up Fee:**

There will be a minimum \$100.00 clean up fee for dinners, dances, wedding and funeral receptions, or for any event at which food and/or drink are served. Below are the clean-up fees depending on the number of estimated guests.

			Fee
1. 1-100 Guests	\$100.00	_____	_____
2. 101-200 Guests	\$125.00	_____	_____
3. 201-300 Guests	\$150.00	_____	_____
4. 301-400 Guests	\$175.00	_____	_____
5. 401-500 Guests	\$200.00	_____	_____
6. 501+ - Parish Administrative Manager will determine and communicate clean up fee.		_____	_____

**Rental Staff Support Fee:**

There will be a rental staff support fee of \$20.00 per hour for any event that is not sponsored by a recognized parish ministry.

		Hours	Fee
1. Rental Staff Support	\$20.00 per hour	_____	_____

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### Notes:

1. The fees are strictly intended to be used for the cost of utilities, supplies, and the maintenance team that must perform cleanup, breakdown of setup, setup for the next event, and locking up and securing of the building. The fees are fixed for the event.
2. Gymnasium fees include the use of volleyball standards, and rest rooms.
3. There will be a fee of \$20.00 per hour for rental staff support to be present at any event that is not sponsored by a recognized parish ministry.
4. There will be a minimum \$100.00 clean up fee for dinners, dances, wedding and funeral receptions, or for any event at which food and/or drink are served. Additional fees will apply depending on number of guests (see rental fees).
5. There will be no rental fees for the use of the facilities by Parish organizations for their regular activities.
6. There will be a \$50.00 clean up fee for Parish organizations for dinners, dances, or for any event at which food and/or drink are served.
7. There will be a security deposit of \$250.00 for the rental of the Warrell Kitchen/Social Hall and for the Activity Center Kitchen.
8. There will be security deposit of \$500.00 for the use of the Parish Activity Center Audio/Video equipment, Stage and Gymnasium.
9. It is the responsibility of the user to inform the Parish Administrative Manager as to their requested set-up for room layout, tables and chairs and equipment requirements **at least one week prior** to the event date(s).
10. No individual or organization may use the sound and lighting, stage, and gymnasium equipment without permission from the Parish Administrative Manager. **ADJUSTMENTS TO SOUND SYSTEM ARE TO BE MADE BY AUTHORIZED PERSONNEL ONLY.**
11. It is the responsibility of the requesting user to comply with all rules, regulations and policies for use of Parish Facilities which can be downloaded at [www.saintpatrickchurch.org](http://www.saintpatrickchurch.org)
12. Prices are subject to change without notification and applicant will be notified by the Parish Administrative Manager of fee change.

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*Event:* \_\_\_\_\_

*Event Date:* \_\_\_\_\_ *Set up/Event Time:* \_\_\_\_\_

	<u><i>Fee</i></u>
<i>Facility Fee:</i> _____	_____
<i>Tables &amp; Chairs Fee:</i> _____	_____
<i>Clean up Fee:</i> _____	_____
<i>Rental Staff Support:</i> _____	_____
<i>Security Deposit:</i> _____	_____
	<u><i>Total Fee:</i></u> _____

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*Parish Administrative Manager, Saint Patrick Parish*

*Date*