

**St. Mary's Church, Hamilton Village #3916 LOCUST WALK
PHILADELPHIA, PENNSYLVANIA 19104-6152 #PHONE 215-386-3916 #FAX 215-386-7288
ST.MARYS@VERIZON.NET**

Procedures for Reserving and Using Facilities

Reservation

Contact Parish Administrator or Rector schedule on-site visit;
Complete Application for Facilities Use;
Contact Sexton, Brian Williams 215-747-5395 to schedule date;
Confirm dates with Parish Administrator.

Usage

Arrive no earlier than scheduled;
Ensure security of all entrances;
Keep all areas clear of debris;
No Alcohol or illegal substances;
Stack chairs, tables and all furniture to original location;
Leave facility no later than scheduled time (1:00 AM is latest possible time);
When leaving please be respectful of neighbors by keeping noise to a minimum.

If you use candles in sanctuary, you will be billed full price for each.

Noncompliance with any of these items and/or damage to any item or facility may result loss of deposit and further charges.

**ST. MARY'S CHURCH, HAMILTON VILLAGE #3916 LOCUST WALK
PHILADELPHIA, PENNSYLVANIA 19104-6152 #PHONE 215-386-3916 #FAX 215-386-7288
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Application for Facilities Use

Date: _____

Lessee: _____

Person(s) Responsible for Event: _____

Title: _____

Address: _____

Phone: Day: _____ Evening: _____ Fax: _____ E-mail: _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ Fax: _____ E-mail: _____

Non-Profit: Yes _____ No _____ Fundraising Event: Yes: _____ No: _____

Type of Event: _____

Day and Date of Event: _____

Arrival time for Set-up: _____ Start of Event: _____ End of Event: _____ (end no later than 1:00 AM)

Expected Attendance: _____ (Capacity 145) Admission Charge: _____

Facilities requested: Parish Hall Main Room ___ Sanctuary ___ Kitchen/Stove ___ Tables ___ Chairs ___

References: Please list 3 business and/or credit references (personal references not acceptable)

	<u>Name</u>	<u>Address</u>	<u>Phone</u>
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1)	_____	_____	_____
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2)	_____	_____	_____
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3)	_____	_____	_____
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Fees

Parish Hall: Before 6 PM: \$25/hr for meeting or class on Monday-Friday*
After 6 PM: \$190.00/Monday-Thursday; \$375/evening Friday-Sunday
Set-up before 6 PM: \$25/hr
Rehearsal Time: \$100/evening
Kitchen/Stove: \$100/event

Sanctuary: Meetings or class: \$25/hr
After 6 PM: \$315/Monday-Thursday; \$440/evening Friday-Sunday
Set-up before 6 PM: \$25/hr
Rehearsal Time: \$150/evening

Sexton: \$10/hr **Sexton required for all events.**

Security Deposit: \$350/event **Required for all events.**

Payment: **Required in advance for all events. Payment policy:**

Refundable Security Deposit must be submitted as a separate check or money order. The space and date will not be held without the deposit. **The total rental amount be paid one week before the event is scheduled.** Sexton must be paid in cash at the event.

* Fees for classes arranged for group situation.

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Application for Facilities Use (side two)

Building use reservations are tentative until all the agreements regarding payment, key arrangements and other details are met. Lessee must receive confirmation of application signed by Parish Administrator. A responsible party must meet with Rector, Parish Administrator or Sexton onsite prior to event.

I have read and agreed to the rules and regulations contained in this form, including those listed below and on the separate form **Procedures for Reserving and Using Facilities**. I further agree that failure to comply with these rules and regulations shall become the responsibility of my organization and/or its agents.

Signature of Responsible Officer

Date

Print Name

Signature of Responsible Officer

Date

Print Name

St. Mary's Church, Hamilton Village reserves the right to collect any deposit it deems advisable prior to permitting the use of facilities. All approved uses are subject to the rules and regulations set forth on this form, the form *Procedures for Reserving and Using Facilities*, the form *Confirmation Notice for the Use of Space* and other regulations as may be stated by Rector or Parish Administrator.

Approval of this application shall not express or imply Parish endorsement of the event or activity; such endorsement shall not be expressed or implied in any material s produced by the sponsoring organization.

St. Mary's Church, Hamilton Village reserves the right to cancel approval and confirmation of this event at any time for due cause, and in such case shall not be responsible for any disruption of the prospective tenant's and/or tenant organization's activities which may result. However, St. Mary's Church, Hamilton Village agrees to make every reasonable effort to assure that all approvals and confirmations shall remain in force.

St. Mary's Church, Hamilton Village assumes no liability for damage or injury to persons during the period covered by this application. St. Mary's Church, Hamilton Village assumes no liability for theft or loss of any property occurring at the event covered by this application.

St. Mary's Church, Hamilton Village reserves the right to make any additional charges to the sponsoring individual or organization and/or its representatives due to the failure of the individual or organization and/or its representatives to follow the rules and regulations for the use of the facilities as outlined in this agreement and other related documents.

For office use only

Space reservation deposit due: _____ Amount Paid: _____ Check/MO#: _____ Date: _____

Issuer/Bank Name _____ Bank Number _____

Date space reservation deposit refunded: _____

Rental Space fee due: _____ Amount Paid: _____ Check/MO#: _____ Date: _____

Issuer/Bank Name _____ Bank Number _____