

Facility Rental Agreement



SHJSG

Sacred Heart of Jesus
Parish Center

1031 Sprenkle Rd.
Spring Grove, PA 17362
(717)225-1704
shjsg@hbgdiocese.org
www.sacredheartsg.com

Organization/Individual agree to the following rules/regulations

(Please initial each line):

- _____ Damage/Security Deposit* of \$100 due to reserve the date. (Separate check of \$100, not a deposit).
- _____ Balance due must be paid 7 days in advance.
- _____ Reservations not paid before event are subject to cancellation.
- _____ Full refund if cancelled 30 days prior to event. No refund for no show.
- _____ This is a smoke free campus. **No smoking.** Smoking will cause loss of security deposit.
- _____ Renter is responsible for any damages that may occur to SHJSG property.
- _____ All trash is to be taken to the dumpsters. Bags and cans are provided.
- _____ SHJSG is not responsible for any injuries that may occur to guests during the use of the parish center property.
- _____ Associations must provide Certificate of Insurance.
- _____ Set-up and take down of tables and chairs is the responsibility of the renter, unless prior arrangements have been made with the parish office, and according to the provided diagram.
- _____ Kitchen Rentals—All surfaces must be wiped down at the end of the event.
- _____ Floors are to be swept and/or mopped as needed.
- _____ Food remaining will be discarded.

**Damage Deposit retained
if staff must , excessively
reset hall, clean or find
additional equipment use.**

	Parishioner	Non-Parishioners
Hall Only	\$225	\$325
Classroom (per hour)	\$ 25	\$35
Picnic Grove	\$ 50	\$50 No electric/No restroom

Event Date _____

Time _____ to _____
(include set-up & clean-up)

Approximate Number of
Guests : _____

Organization/Individual Renting _____

Contact Person Day of Event _____ Phone _____

Address _____ City _____ State _____ Zip _____

Phone _____ Alternate # _____ Email _____

Purpose of Rental _____

What space you are renting? ☐ Hall ☐ Classroom ☐ Picnic Grove

Will you need SHJSG staff to set up the room (additional fee will apply)? ☐ Yes** ☐ No **If yes Diagram of room required

Equipment & ☐ Soundsystem \$50 ☐ TV/DVD \$50 ☐ Laptop \$50 ☐ Laptop w/Projector \$50

Additional Rooms Available ☐ Stage \$25 ☐ Front Kitchen \$25 ☐ Full Kitchen(no fryers) \$75 ☐ Fryers \$50/per fryer

(Check all that you are requesting) ☐ Special Set-up \$50** ☐ Outdoor Electric \$25 ☐ Restrooms (if renting Picnic Grove) \$75

I have read, initialed, and agree to the above regulations & the appropriate Appendices submitted and signed.

Signature _____ Date _____

SHJSG Representative completing this contract: _____

OFFICE USE ONLY

Application Approved ☐ Yes ☐ No

By _____

Rental Fee \$ _____

Equipment Fee \$ _____

Special Set-up Fee \$ _____

Cleaning Fee \$ _____

TOTAL DUE \$ _____

Damage/Security Deposit (\$100) Date _____ Ref _____

Paid \$ _____ Date _____ Ref _____

Paid \$ _____ Date _____ Ref _____

Open _____ Close _____

Effective 7/06/2022