

St. Gertrude School Parish Hall Rental Agreement

Type of Event: _____ # of participants: _____

Date of Event: _____ Start time: _____ (including set-up, decorating, etc.)

End time: _____ (including clean-up) TOTAL HOURS: _____

Name: _____ Phone: _____

Street Address City State Zip

Deposit (\$50): Due three weeks in advance to hold the date of the event. Returned after inspection of the Hall, minus any charges for cleaning or damages.

Insurance Form (attached)/payment (\$85): Due three weeks before event. Check made payable to Diocese of Corpus Christi.

Rent (\$50/hour): Due when keys are picked up.

	DEPOSIT	INSURANCE	RENT	REFUND
AMOUNT				
DATE				

Hall Usage Guidelines

1. Pick up key from School Office the Friday prior to the event (9 a.m. – 4 p.m.)
2. NO alcoholic refreshments may be served.
3. Table decorations only ... do not attach items (streamers, etc.) to the walls.
4. Leave Hall floor clean (Sweep or dust mop If necessary).
5. Leave Kitchen clean (Bring your own towels and utensils).
6. Leave restrooms tidy.
7. Turn off all lights and air conditioners.
8. Bag all garbage and place in garbage containers in the church parking lot.
9. Lock doors.
10. Return key to School Office on Monday (9 a.m. – 4 p.m.)

Signature of Renter: _____ Date: _____

Signature of School Official: _____