

Sts. Peter and Paul Church Hall
FACILITY USE RESERVATION

Today's Date

Date of Event

Name of User ... Group (or Individual)

Occasion or Event

Size of Group (Maximum Capacity: 150)

START: _____ END: _____

Starting and Ending Time of Event

_____ TO _____

Actual Time Facility needed (for Set-up/Clean-up)

Person Responsible for the Event
 (PRINT clearly)

Name _____

Address _____

Phone # _____

email _____

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For the use of the room, I place in deposit with the church \$_____ and I understand that the deposit will be used for cleaning fees in the event the room is not left in the same condition in which it was found—clean & orderly. I also agree to return all church property to the places and people from which they were provided. The Parish Council contact person has adequately explained guidelines pertaining to my group's use of Saints Peter and Paul facilities to me.

signature

date

OFFICE USE

LIABILITY INSURANCE

___ DEPOSIT _____ returned _____

Clean up adequate: YES NO

Problems:

___ FREE WILL OFFERING \$ _____

___ Special events coverage **NOT** needed

___ Application to archdiocese

___ Certificate provided:

___ **Liability waiver signed**