



# St. Anne's Catholic Church

1698 Bird St, Rock Hill, SC 29730

## School Special Event –Contract

### **Booking Information**

Person Booking and envelope #: \_\_\_\_\_

Contact Person (if different): \_\_\_\_\_

Date and time\* of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Room being booked: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

**Chairs needed?**  Yes  No **Tables needed?**  Yes  No **Insurance ready:**  Yes  No

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **NOTE: Before signing, please read carefully the following**

- We have read and agree to all policies, procedures, and time guidelines concerning the use of St. Anne's School facilities.
- Only authorized staff/personnel are permitted to supervise events and manage facility use.
- All applicable rental and service fees must be paid at least 10 days prior to the event.
- We agree to comply with all parish and diocesan policies and release St. Anne Parish, School and the Diocese of Charleston from liability.
- The responsible party assumes full responsibility for any loss, theft, or damage occurring during the event.

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

**Event Added to Calendar:**  Yes  No

Facility Manager / Coordinator: \_\_\_\_\_

Payment Information:

Amount Due: \_\_\_\_\_ Received By: \_\_\_\_\_ Date received: \_\_\_\_\_

\*Note: All events must be completed by 9:00 PM.



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## School Special Event –Facility use and Fees

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### Who is a Parishioner?

A parishioner of St. Anne Catholic Church is a registered, practicing Catholic who participates in parish life and supports the Church through time, talent, and treasure. Active status requires at least **one (1) year of consistent participation and financial contribution.**

### Facility Use Fees

Use of St. Anne school facilities for private events (e.g., anniversaries, gatherings, birthdays, graduations) requires payment of the applicable rental and service fees listed below. Reservations are subject to availability and approval, and full payment is required to secure the event date.

### Facility Availability

The school cafeteria, gym, and other parish spaces may be reserved based on availability. Approved events may be scheduled between 9:00 AM and 9:00 PM. All events must **conclude by 9:00 PM** to accommodate the cleaning crew schedule.

### Fees:

#### Parishioner

Use of the room.....FREE  
Cleaning and supervision.....\$350

#### Non-Parishioner

Use of the room.....\$2000  
Cleaning and supervision.....\$350