

Facility Rental Agreement

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.**



SHJSG

**Sacred Heart of Jesus
Parish Center**

1031 Sprengle Rd.
Spring Grove, PA 17362

(717)225-1704

shjsg@hbgdiocese.com

www.sacredheartsg.com

Event Date _____

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

Approximate Number

of Guests : _____

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

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

SHJSG staff No longer does set up of rooms and they must be returned to normal set up after use.

Equipment & ☐ Soundsystem \$50 ☐ TV/DVD \$50 and/or Projector \$50

Additional Rooms Available ☐ Front Kitchen \$25

(Check all that you are requesting) ☐ 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	☐ Yes ☐ No	Latency Deposit (\$100)	Date	Ref
Approved By		Paid \$	Date	Ref
Rental Fee	\$	Paid \$	Date	Ref
Equipment Fee	\$	Open	Close	
Special Set-up Fee	\$			
Cleaning Fee	\$			
TOTAL DUE	\$			Effective 7/06/2022