

Church Hall Rental Agreement

Section A

Name of Person Renting Hall _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Organization (if any) _____

Reason for Rental _____

Will the people be primarily children? Yes No

Section B: Fees

<i>Check Proper Category</i>	<i>Janitorial Fee</i>	<i>+</i>	<i>Rental Fee</i>	<i>=</i>	<i>Total</i>
<input type="checkbox"/> Parishioner (uses envelopes weekly)	\$50.00		Donation		\$50.00 +
<input type="checkbox"/> Non-Parishioner	\$50.00		\$200.00		\$250.00
<input type="checkbox"/> Profit Organization	\$50.00		\$150.00 first hour		\$200.00 +
<input type="checkbox"/> Non-Profit Organization			\$30.00 each additional hour		
<input type="checkbox"/> From Ansonia					
<input type="checkbox"/> Financially Stable	\$50.00		\$50.00		\$100.00
<input type="checkbox"/> Financially Unstable	\$50.00		Donation		\$50.00 +
<input type="checkbox"/> Outside Ansonia	\$50.00		\$150.00		\$200.00

Section C: Deposit and Insurance

1. A \$250.00 deposit is required of all individuals and organization. \$50.00 is kept as a janitorial fee. \$200.00 will be returned if hall is left in good condition.
2. A \$100.00 check must be sent to the Archdiocese of Hartford's insurance agent (Catholic Mutual Group).

Section D: Please note well

1. Absolutely no smoking is permitted in the hall.
2. Absolutely nothing may be attached to the walls, polls, or ceiling in any way.
3. Do not drag tables or chairs across the floor; pick them up to move them.
4. No tables are permitted on the dance floor (in the center near the stage).

Section D: Clean-up

1. You do not have to wash the tile floor near the kitchen nor the dance floor. Also you do not have to vacuum the rug. This will be taken care of by the janitor. Thus the reason for a janitorial fee.
2. If a spill should happen on either the tile floor or the rug, you are asked to clean it up immediately with warm water.
3. All tables must be wiped clean.
4. Tables are forbidden on the dance floor. Tables may be set up in the buffet area in front of the kitchen.
5. Tables and chairs must be returned to location in which they were found. (See chart on other side.)
6. All chairs must be folded and placed on top of the tables.
7. All food served must be distributed directly from the kitchen or in the buffet area in front of the kitchen.
8. All trash in plastic bags must be removed and taken to the dumpster located next to the rectory garage.
9. The kitchen sinks and stove must be cleaned and the floor mopped. (Pail and mop are kept in the kitchen.)

If any of the above conditions is not met, your \$200.00 deposit will be forfeited.

(Signature of Person Renting Hall)

Date: _____

(Signature for the Church of the Assumption)

Date: _____