

Church of the Risen Savior



Rental Application

User Name (Please Print) _____

Street Address _____ City _____ ST _____ Zip _____

Telephone _____ E-mail _____

Package Requested: _____ 1: Grand Hall _____ 2: Terrace Room _____ 3: Hearth Room

Purpose of Use: _____

Date of Use: (MO) _____ (Day) _____ (YR) _____

Event Start Time: _____ Event End Time: _____

- Deposit due with application.
- Rental fee due 120 days before event.
- The Parish reserves the right to void any permit for a just cause given in writing to the user a minimum of 120 days before the date(s) of use, in which case all deposits and funds already paid shall be immediately refunded.
- The Parish reserves the right to deny use to any person or group who would use the hall for purposes contrary to the purpose of the Catholic Parish, as interpreted in diocesan guidelines and cannon laws of the church.
- All cancellations must be made 120 days prior to date of use.
- A \$100 cancellation fee will be charged on all cancelled reservations.
- Any cancellation made within 120 days of event will result in forfeiture of the entire deposit and rental fee.

By signing this application, the USER agrees to the above and all rules listed in the Conditions of Use Permit

User Signature: _____ Date: _____

Return to Church of the Risen Savior. Your application will be reviewed and submitted for pastor approval. Upon pastoral signature, it will become a contract. A confirmation letter and copy of the contract will be sent to you.

Pastor Signature: _____ Date: _____

For Office Use Only

Deposit:	Check # _____	Amount \$ _____	Processed by: _____	Date: _____
Rental Fee:	Check # _____	Amount \$ _____	Processed by: _____	Date: _____
Deposit Returned:	Check # _____	Amount \$ _____	Processed by: _____	Date: _____

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www.ValentineHall.org