

FACILITIES AGREEMENT

Name of Organization _____

Billing Address _____

Contact Person _____ Phone _____

Type of Event _____

Number of people planning to attend the event _____

Event Date _____

Event Set-Up Time _____ Clean-Up Time _____

I have received a copy of the policies for the use of Saint Mark's Parish Hall and agree to follow and adhere to these policies. My \$500 deposit is attached.

Representative _____ Date _____

Saint Marks is not responsible for loss, damage, theft of any items belonging to any organization using the church facilities. Saint Mark's is not liable for any injury to any person who may be attending or participating in a function sponsored by a group utilizing the facilities. we agree to hold Saint Mark's, its employees and parishioners harmless for any damage or accident which may occur.

Representative _____ Date _____

I have received a Parish Hall diagram and will have the set up request diagram in the parish office no later than one week prior to the event.

Representative _____ Date _____

PLEASE NOTE: THIS FORM MUST BE RETURNED TO THE OFFICE WITH DEPOSIT WITHIN 10 DAYS IN ORDER FOR THE DATE TO BE CONFIRMED.

