

Sts. Peter & Paul Catholic Church  
**Building Usage Request**

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Attendance Expected \_\_\_\_\_

Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Person or Organization requesting usage \_\_\_\_\_

Person in charge of event \_\_\_\_\_

Address \_\_\_\_\_

Phone (s): \_\_\_\_\_

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**FEES**

- There is a required Catholic Mutual liability insurance payment of \$95 due with application. Parishioner will mail payment and insurance application to Catholic Mutual Insurance.
- Parishioner 4hour rental and cleaning fee **\$200** \* Certificate of Insurance: Purchase through Catholic Mutual
- **Total Rental Parishioner Fee: \$200.00.**

**Building Use Priorities, Requirements, and Expectations**

In consideration of the many activities held in our buildings and because the primary purpose of the building is to provide an environment to assist the Sts. Per & Paul community we serve, it is important that we manage with care to preserve our facilities' beauty and function.

**Priority**

Applications for building use are subject to the decision and discretion of the church administrator. Priority of use of school facilities is as follows:

- ❖ Sts. Peter & Paul Catholic Church – for regularly scheduled events to carry out the mission of the parish
- ❖ Archdiocesan – for Archdiocesan sponsored events and organizations. Fees may apply.

**Requirements and Expectations**

All groups wishing to use space in the school must complete a written application on forms provided by the parish.

The application will be reviewed, and the applicant will be notified of availability of the facility requested and corresponding fees. A contract describing the agreement between

the applicant, Sts. Peter & Paul Catholic Church, and the Archdiocese of Atlanta will be issued. Applicants must sign the lease agreement and pay the required deposit. The facility is considered reserved at this time. Fee balances are due on the day of the event and prior to the start of the event.

All needs must be detailed on the application form. If the lessee's needs should change after application, please contact the parish at 404-241-5862. We cannot guarantee that an additional request made after application will be honored.

Each group leasing parish space is responsible for providing a certificate of liability insurance that must be purchased through Catholic Mutual Group (form is provided in the application packet). There is a required \$95 fee which must be paid to Catholic Mutual Group.

Each group will be held responsible for the care and condition of the space and equipment used (please see details in the attached lease agreement).

We do not allow anyone to leave Maxwell Hall and front lobby. Any person found in other areas of the parish or school area will be required to leave the event.

Request to decorate the space must be stated and detailed on the written application. No screws, tacks, or nails may be used. Masking tape may only be used on glass surfaces; not on painted walls or woodwork.

The parish **does not** provide the use of **the kitchen** or utensils, tableware, table covers, dishcloths, towels or dishwashing detergent, refrigerator, freezer, coffee pots, coffee urns, stove, ovens, and warming units. **Use of the deep-fat fryers is prohibited. Leftover food must be removed from the premises at the conclusion.**

Alcoholic Beverages: You must hire two Dekalb Police officers and a licensed bartender. Sale of alcoholic beverages is expressly prohibited, including money given as a donation.

If your application contains a request to use the concession stand, a Concession Stand form must be completed. This form is available on request.

Parishioner \_\_\_\_\_ Date \_\_\_\_\_

Business Office \_\_\_\_\_ Date: \_\_\_\_\_

