

**ST. MARY MAGDALENE CHURCH  
RENTAL/USE OF FACILITIES**

Date \_\_\_\_\_ Name of Applicant \_\_\_\_\_

Name of Group/Organization \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (home/cell) \_\_\_\_\_ (work) \_\_\_\_\_

Email \_\_\_\_\_

**SPACE REQUIRED (✓)**

Upper hall \_\_\_\_\_ Lower hall \_\_\_\_\_ Church \_\_\_\_\_

**REASON FOR RENTAL** \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_ # of people \_\_\_\_\_

**RENTAL FEE** (see page 2 for fees): \$ \_\_\_\_\_

**DAMAGE DEPOSIT + 1/2 RENTAL FEE REQUIRED AT BOOKING:** \$ \_\_\_\_\_

**REMAINDER OF RENTAL FEE DUE PRIOR TO EVENT DATE:** \$ \_\_\_\_\_

**Liquor License?** (✓) YES \_\_\_\_\_ NO \_\_\_\_\_

**Decorating?** (✓) YES \_\_\_\_\_ NO \_\_\_\_\_ Will be decorated on \_\_\_\_\_

**Key Required?** (✓) YES \_\_\_\_\_ NO \_\_\_\_\_ Key to be provided by \_\_\_\_\_

Key given to \_\_\_\_\_ on \_\_\_\_\_ Returned on \_\_\_\_\_

**KITCHEN REQUIREMENTS (✓):**

large coffee pot \_\_\_\_\_ small coffee pot \_\_\_\_\_ fridge \_\_\_\_\_ stove \_\_\_\_\_

dishes \_\_\_\_\_ glasses \_\_\_\_\_ cutlery \_\_\_\_\_ microwave \_\_\_\_\_

**CARETAKER INSTRUCTIONS FOR ROOM SET UP:**

\_\_\_\_\_  
\_\_\_\_\_

**Please note:**

- Rental fee includes caretaking services: setup/takedown of tables and chairs, cleaning floors, etc.
- The renter is always responsible for clean up of the kitchen(s). This is not the responsibility of the caretaker. You must bring your own tea towels, washcloths, and tablecloths. Detergent is provided.

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*"I have read page 2 of this document and accept the fees, policies and damage charges as stated."*

**SIGNATURE:** \_\_\_\_\_

**ST. MARY MAGDALENE CHURCH  
RENTAL/USE OF FACILITIES (Page 2)**

**RENTAL FEES:**

Evening (with liquor)	\$360.00
Evening (without liquor)	\$260.00
Afternoon (3-4 hours)	\$160.00
Afternoon (3-4 hours with liquor)	\$260.00

**\$100.00 REFUNDABLE DAMAGE DEPOSIT REQUIRED ON ALL BOOKINGS**

**DAMAGE CHARGES:**

**Damaged or broken tables:**

**Legs \$25.00 each / Side rails \$35.00 each / New table \$200.00 each**

**Damaged or broken chairs \$40.00 each**

**POLICIES:**

- 1. This is a no-smoking facility.**
- 2. Decorations or anything that could damage the ceiling tiles CANNOT be used.**
- 3. Posters or anything that could damage the finish on walls or doors CANNOT be used.**
- 4. The use of single use plastics is NOT allowed. This includes Styrofoam or plastic plates or cups, plastic cutlery, stir sticks and plastic water bottles:**

**St. Mary  
Magdalene  
Church** has decided to ban the use of all single use plastics in our facility. That includes specifically Styrofoam or plastic plates or cups, plastic cutlery, stir sticks... plastic water bottles.



**The world that God made is too precious for us to keep filling it up with our waste!**

But we have real dishes, glasses, cutlery, jugs to be filled and tap water by the gallon! You are most welcome to use the resources of our church for your gathering.

**Please join us in our quest to save the environment that God has made for all of God's creatures!**

