

# St. Anne's Parish

Box 4536

5210 – 50 Street

Phone: 780-674- 2662

Barrhead, Alberta T7N 1A4

Fax: 780-674-2494

## Facility User Agreement

Name of Person/Organization: \_\_\_\_\_

Parishioner Non-Parishioner Not-for-Profit Organization For-Profit Organization

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Phone Number (Contact person) \_\_\_\_\_ Fax \_\_\_\_\_

Alternate \_\_\_\_\_

Date of Activity \_\_\_\_\_

Purpose of Activity (be specific) \_\_\_\_\_

Is activity open to the public?  Yes  No

Estimated Number of Participants \_\_\_\_\_

Is liquor being served at this activity?  Yes  No

**Note: Appropriate liability insurance is the responsibility of user.**

Hours Facility Required (Include Set-up and Shut-down) From: \_\_\_\_\_ To: \_\_\_\_\_

Facilities to be used:  Hall  Kitchen  Other \_\_\_\_\_

Capacity 300 Standing 250 Assembly with Chairs 200 Seating with tables

**PLEASE BE SURE TO READ USER AGREEMENT CONDITIONS SECTION AND SIGN AT THE BOTTOM OF THE SECOND PAGE.**

It is agreed between St. Anne's Catholic Parish (the Parish), and  
\_\_\_\_\_ (the User), that the Parish shall allow the User access to  
and the use of facilities as conditioned and described in this contract in consideration of

Rental Fee \_\_\_\_\_

Additional Comments \_\_\_\_\_

This agreement is to be signed by all named parties.

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**USER AGREEMENT CONDITIONS:**

***Booking and Confirmation:***

- Hall rental is booked through the Parish Office (780-674-2662) (Mon –Thurs 9 am- 1 pm).
- Key pick-up is the responsibility of the renter during regular Parish office hours.
- Access for rental is through the main courtyard doors.
- A **deposit of \$70** is required to confirm booking for both paying and gratis rentals. Deposit is retained until keys are returned and the facility has been inspected.
- Full rental payment is due prior to usage and payable to St. Anne’s Parish at the Parish Office.
- The Parish reserves the right to retain the deposit on cancellation of rental agreement or to cover cleaning, etc.

***Facility Usage and Policies:***

- Users are restricted to the area they have rented. Please respect the sanctify of our Church and be aware that our Parish Priest’s residence is adjacent to the Hall.
- No Smoking policy is in effect throughout interior of entire facility.
- Appropriate Liquor Licenses are the responsibility and shall be obtained by the User.
- Liability Insurance must be obtained by the user (inclusive of parish based and non-parish-based) for any activities at which liquor is served
- Users wishing to use unusual equipment, materials, etc. must present appropriate insurance coverage to the Parish with a “save harmless” clause protecting the Parish.
- User is not authorized to use any facilities other than those outlined and confirmed in the Rental Agreement.
- User is responsible for any damage incurred while the group is using the facility.
- Users are required to provide a dependable, mature, adult, contact person and supervisor.
- User is responsible for setting up tables and chairs before an event and putting them away afterward (exceptions are funeral lunches).
- Please uses hooks provided for hanging decorations Use of nails, tape, etc. is prohibited. All equipment, decorations, etc. shall be immediately removed at conclusion of event
- All rooms, including kitchen and bathrooms, must be thoroughly cleaned, and garbage removed and put outside. Instructions for cleaning kitchen and washing dishes are located on west wall of kitchen and must be strictly adhered to. ***Users are responsible for providing their own dish clothes and tea towels. Any additional cleaning or set down expenses will be charged out at an hourly rate and deducted from the deposit.***
- Set-up and clean-up time must be specified and included in hours of use.
- Lights must be turned off and doors locked at conclusion of event.

**For the User:**

**For St. Anne’s:**

NAME \_\_\_\_\_  
                    *please print*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Dated \_\_\_\_\_

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_