



1347 East 49th Place, Tulsa, Oklahoma 74105 • (918) 749-1423 • (918) 747-9532 FAX

## SAINT JOSEPH PARISH HALL USAGE AGREEMENT

Event \_\_\_\_\_

Event Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_ Usage Time \_\_\_\_\_ - \_\_\_\_\_  
*(Includes set-up & clean-up time)*

Number of guests expected \_\_\_\_\_

	Faculty/Staff	Diocesan Group	Active Parishioner
Security Deposit (refundable)	waived	waived	\$500
<b>After-Hours Event</b> (After 4:30 p.m. Monday-Friday, Saturdays, Sundays, Holidays)			
Less than 100 attendees			
Custodial Fee	\$100	\$100	\$100
1-4 hours usage	\$200	\$200	\$200
4-8 hours usage	\$400	\$400	\$400
Over 8 hours	\$100 per hour	\$100 per hour	\$100 per hour
100-300 attendees			
Custodial Fee	\$200	\$200	\$200
1-4 hours usage	\$400	\$400	\$400
4-8 hours usage	\$800	\$800	\$800
Over 8 hours	\$100 per hour	\$100 per hour	\$100 per hour
<b>Business Hours Event</b> (8:00 a.m. - 4:30 p.m. Monday-Friday)			
Less than 100 attendees			
Custodial Fee	\$50	\$50	\$50
1-4 hours usage	\$200	\$200	\$200
4-8 hours usage	\$400	\$400	\$400
Over 8 hours	\$100 per hour	\$100 per hour	\$100 per hour
100-300 attendees			
Custodial Fee	\$100	\$100	\$100
1-4 hours usage	\$300	\$300	\$300
4-8 hours usage	\$600	\$600	\$600
Over 8 hours	\$100 per hour	\$100 per hour	\$100 per hour

**Event Fees**

Security Deposit (refundable)	\$ _____
Custodial Fee	\$ _____
Usage Fee	\$ _____
Total Fees Due	\$ _____

To secure your reservation, please return this completed form to the parish office with a \$500 Security Deposit. Make check payable to *Church of Saint Mary*. All checks will be deposited. Should a check be returned, there will be a check charge of \$35 and the event will be removed from the calendar.

The deadline for final payment of rental fees is 14 days prior to event. If final payment is not received, the reservation will be cancelled and a cancellation fee of \$100 will be deducted from the Security Deposit.

A cancellation fee of \$100 will be charged if the event is cancelled with less than 14 days' notice.

I have read the rules for using the Parish Hall and understand that the deposit will be returned to me if all rules are followed and if the facility is left in its original condition.

I do not hold Church of Saint Mary, nor the Diocese of Tulsa and Eastern Oklahoma, liable for any claims made by anyone attending the event, for any accidents or injury which may occur on the property.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Member's Signature \_\_\_\_\_

Deposit Refunded: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date \_\_\_\_\_