



All Saints Episcopal Church  
 8911 W. Ridgewood Dr.  
 Parma, OH. 44130  
 440-888-4055  
 parishadmin@allsaintsparma.org

**APPLICATION FOR USE OF FACILITIES**  
 Please print. All blank areas must be completed.

**Reservations must be made at least two weeks in advance of event.**

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

Your Name \_\_\_\_\_

\_\_\_\_\_

Address

City

State

ZIP Code

Email address \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_

Responsible Adult Representative in Charge of Activity \_\_\_\_\_

Purpose of Usage \_\_\_\_\_

Expected Number of Guests \_\_\_\_\_ (Not to exceed 100 persons)

Date Needed \_\_\_\_\_

Day of Week \_\_\_\_\_

- |                          | Usage hours  | Fee   | Usage Hours                            |
|--------------------------|--------------|-------|--|
| <input type="checkbox"/> | 3 Hour usage | \$150 | from _____ AM / PM until _____ AM / PM |
| <input type="checkbox"/> | 4 Hour usage | \$200 | from _____ AM / PM until _____ AM / PM |
| <input type="checkbox"/> | 5 Hour usage | \$250 | from _____ AM / PM until _____ AM / PM |
| <input type="checkbox"/> | 6 Hour usage | \$300 | from _____ AM / PM until _____ AM / PM |

**Payment in full is due on \_\_\_\_\_ (two weeks) before your event.**

**Security Deposit**

A Security Deposit in the amount of **\$80** is required to make your reservation. This fee is separate from your usage fee and will be returned to you by mail, in its entirety, provided you and all members of your party follow the regulations as noted on page two of this agreement. All Saints prefers payment of the Security Deposit in the form of a personal check. If you pay the Security Deposit in cash or by Cashier's Check, processing your refund may take up to 4 weeks to be returned to you.

(Continued on page 2)

By signing this application, I understand and agree to the following:

1. I will not be given access to the hall prior to the time for which I have rented the hall. **If I enter into the hall prior to that time, I will forfeit my security deposit.**
2. If I do not use all of the time reserved for my event, there will be no refund.
3. If I exceed the time reserved, **I will forfeit my security deposit.**
4. All facilities are expected to receive proper treatment and will be left in the same condition as found. An additional fee will be assessed if the facilities are misused or need additional cleaning.
5. The responsible adult representative(s) of the renter will be present at all times; and upon close of the event, will inform the Church Representative that their entire group has vacated the premises.
6. There shall be a responsible adult with any and all children at all times, in **ONLY** the room being reserved.
7. No food is to be prepared onsite and sold.
8. Our party is granted access only to the facilities and equipment as stated in the building application. No member or employee of the Church may be solicited for providing additional rooms or equipment
9. Fire, no-smoking and safety regulations will be strictly enforced. No fire, candles, etc. shall be in use by anyone in our party.
10. Gambling and the use of alcoholic beverages are prohibited in Church buildings and on Church grounds.
11. Moving furniture is prohibited unless special permission is granted. Requests for special furniture and table arrangements will be discussed prior to the event. No Church property is to be removed from the building.
12. No one in our party will use tape or adhesive to adhere decorations to walls, ceilings or window frames. Consult the Church Representative if clarification is needed.
13. The Church Representative shall enforce the rules and regulations set forth herein and shall report all discrepancies to the Church Office. The Church or its representatives must have free access to all rooms at all times.
14. I agree to save and hold harmless All Saints Episcopal Church and agree to assume responsibility for all liabilities arising incidental to the occupancy or building use, it being understood and agreed that the Church assumes no obligation respecting the use of such premises.
15. I understand and accept that the Church assumes no responsibility for any property left on the premises by me or anyone in my party.

**I have read and understand the Regulations for Use of Church Facilities.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Approval

\_\_\_\_\_  
Date