

SAINT MICHAEL SCHOOL HALL

279 St. Elizabeth Street

Loretto, PA 15940

Lessee Fees and Conditions

This agreement entered today, _____(date), by and between **St. Michael**

School Hall and _____, hereinafter called respectively Lessee.

Address: _____

Home Phone #: _____ Work/Cell #: _____

1. Reservations for **St. Michael School Hall** must be made with the Hall Promotional Manager.
2. **St. Michael School Hall** can be rented for a fee of \$150 Parishioners/\$200 Non-Parishioners. This fee would include the use of the hall for three (3) hours. A security deposit of \$100 (without alcohol) \$150 (with alcohol) is also required. Deposit will be returned within seven days after the event if no damage has occurred. If any damage, destruction or theft occurs during the time of use, the Lessee will be responsible for all damages and/or theft and will be held responsible for any cost incurred and lose the entire security deposit.
 - Floors are to be swept
 - If used, the kitchen must be cleaned. (**No food is to be prepared and/or cooked in the kitchen.**)
 - All trash must be placed in the dumpster
 - Tables and chairs must be returned to their original setting
3. **St. Michael School Hall** will be available for decorating only as authorized by the Hall Promotional Manager.
4. **If alcohol is present at the event, the diocesan requirement for insurance must be met.**
5. **NO SMOKING** is permitted in **St. Michael School Hall**.

Signature of lessee: _____

Rec'd from _____

Amount _____

Date: _____

Check # _____

Signature of Hall Promotional Manager

Date

DATE OF EVENT _____