

HOLY CROSS CATHOLIC CHURCH

1610 EAST 11 STREET AUSTIN, TEXAS 78702

Phone (512) 472-3741, Fax (512) 472-3783, email: holycrossaustin@grandecom.net

APPLICATION FOR USE OF CHURCH FACILITY

Date: _____

This application is for space reservation for the following area, date and time:

For the use of: _____

Day: _____ Date: _____ Hours: From _____ to _____

If this application is accepted, it is with the agreement that the user will comply with the following:

1. Application for reservation must be submitted not later than one month before the event.
2. Applicant will assume the financial responsibility for repairing any damages to the facility, and replacing damaged furniture and/or equipment resulting from his/her use of Holy Cross property.
3. Applicant will obtain prior authorization for the use of any equipment belonging to Holy Cross Church.
4. Two weeks notice is required in the event of a cancellation in order to receive deposit refund.
5. The Church reserves the right to withhold all or part of the deposit for damages, loss of equipment and for any other abuse of the property.
6. Use of alcoholic beverages on the property is prohibited.
7. The applicant is responsible for the conduct and behavior of the group using the facility.
8. Finance Council will review the application for the use of facility with final approval/disapproval given by the Pastor.
9. The Church reserves the right to terminate the use of facility for improper use.
10. User should ensure that the property is satisfactorily cleaned or deposit will not be refunded.

Name of Group or Organization _____ Phone _____

Name of Person applying _____ Phone _____

Address: _____

Type of Function/Activity: _____

Number of participants expected: _____

I, _____ fully understand and agree to abide by the above provisions.

Signature of the applicant: _____ Date: _____

Signature of the Pastor: _____ Date: _____

FEE SCHEDULE FOR SANCTUARY USE ONLY

USER FEE: Parishioner: \$100.00 for up to 4 hours plus \$25 for each additional hour.
Non-parishioner \$200.00 for up to 4 hours plus \$25 for each additional hour.

DEPOSIT: Parishioner \$50.00 Non-Parishioner \$75.00