

**Guidelines for Renting Space at**  
**Saint Jude the Apostle Catholic Church**  
**\*Parishioner Form\***

**Pricing**

Room Pricing for Private Parties

**(All subject to Pastor's approval)**

Fees should be sent within two weeks of reserving space. Deposits are refunded if function is cancelled.

**Parishioner must be registered for at least 6 months prior to event**

- **Ministries Hall and Parish Hall (Stapleton Center)**  
\$250.00 Rental Fee - Non refundable  
\$ 95.00 Catholic Mutual Insurance Rider - Non refundable unless event is cancelled  
\$250.00 Deposit – Refundable upon approval of Plant Manager
- **Church for Weddings**  
\$100.00 Rental Fee – Non refundable  
\$250.00 Deposit – Refundable upon approval of Plant Manager
- **Church for Quinceañeras**  
\$100.00 Rental Fee – Non refundable  
\$250.00 Deposit – Refundable upon approval of Plant Manager.

**Rental Agreement**

**Acknowledgment of Responsibility for St. Jude the Apostle**

- **Deposits**  
\$250 due at time of reservation. Refundable upon approval of Plant Manager. Room must be left in clean condition: kitchen clean with floors swept; food and beverages removed; spills wiped up; table clothes bundled on floor etc. Room must be left clean.
- **Time Limits**  
Rooms are rented until 12:00 midnight. Please allow time for clean up.
- **Cleaning Requirements**  
Place all trash in bins. Remove leftover food and beverages.  
Leave room in the same condition you found it.
- **Work Orders:** Need to be filled out two weeks in advance for room setup.

**Catholic Mutual Guidelines**

**Insurance Rider for Special Events/Room Rentals**

- Any non-church sponsored event requires an insurance rider from Catholic Mutual. The cost of the rider is \$95.00. The information regarding the event and the fee must reach Catholic Mutual at least 15 days prior to the event, but we ask that it be sent in as soon as possible.
- Make check/money order payable to Archdiocese of Atlanta
- The \$95 is refundable if the event is cancelled.
- The date of the event can be change without sending an additional rider.

We acknowledge that we have been provided with our own copy of Guidelines for Renting Space at Saint Jude Church. We acknowledge that we have read the contents of the Guidelines and agree to abide by them.

**Responsible Party:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this signed agreement to:**

**Saint Jude the Apostle Catholic Church. 7171 Glenridge Drive. Sandy Springs, Ga. 30328**  
**Phone: 770-394-3896 Fax: 770-399-7866**