

## Acknowledgment of Responsibility

### Deposits

\$250 Due at time of reservation. Refunded upon approval of Plant Manager. Room must be left in clean condition.

### Time Limits

Rooms are rented until 12:00am. 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

### Insurance Riders

### Catholic Mutual Guidelines

### Insurance Rider for Special Events/Room Rentals

### Check

Make check/money order payable to Archdiocese of Atlanta

### Refunds

The \$95 is refundable if the event is cancelled.

### Changes

The date of the event can be changed without sending an additional rider.

For information regarding Archdiocesan Groups contact Cecilia Thompson in the Archbishop's office. 404-885-7804

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:

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return this signed agreement to:

Saint Jude the Apostle Catholic Church  
7171 Glenridge Drive  
Atlanta, GA 30328  
Phone: 770-394-3896 Fax: 770-399-7866

**Catholic Mutual Guidelines  
Insurance Rider for Special Events / Room Rentals**

Catholic Mutual Group  
Attn: Steve Brown  
680 W. Peachtree St. NW  
Atlanta, GA 30308  
404-876-5995

Steve Brown  
Carolyn Powell – Mondays and Thursdays

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.

**Check**

Make check or money order payable to Archdiocese of Atlanta

**Refunds**

The \$95.00 is refundable if the event is cancelled.

**Changes**

The date of the event can be change without sending an additional rider.

For information regarding Archdiocesan Groups contact Cecilia Thompson in the Archbishop's office at 404-885-7804

# Reservation Guidelines

## **Reservations 1 year in Advance**

Parish Council – Any Room  
Finance Board – Any Rooms  
Liturgy Committee – Any Rooms  
Parishioners Reserving PH and MH

## **Reservations 6 Months in Advance**

Archdiocesan Groups Reserving MH and PH  
Parish Ministries Reserving Meeting Rooms

## **Reservations 3 Months in Advance**

Parishioners Reserving Meeting Rooms for Civic Meetings  
Archdiocesan Groups Reserving Meeting Rooms  
Non-Parishioners Reserving MH and PH

<b>Room Name</b>	<b>Round</b>	<b>Rectangular</b>	<b>Chairs</b>
Cafeteria	28	22	240
Stapleton Center (PH)	20	20	180
Room A		(Not for reservation)	For storage
Room B	0	4	Nursery
Room C	0	4	15
Ministry Hall (MH)	20	6	250
Room 229	0	6	20
Room 233	0	6	12
Library		To be reserved only if necessary	15
Gym	0	0	150
Room 113	0	3	8
Room 114	0	0	8
Room 115	0	1	12