

OUR LADY OF THE ALLEGHENIES  
ROMAN CATHOLIC PARISH  
608 MAIN STREET  
LILLY, PA 15938  
OLOALILLY@DIOCESEAJ.ORG  
(814) 886-2504

## HALL/KITCHEN RENTAL AGREEMENT (REVISED – February 3, 2026)

I, the undersigned, am choosing to rent Our Lady of the Alleghenies Parish Hall of my own free will for the event listed below, and, therefore, I willfully chose to abide by all stipulations listed below.

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone # \_\_\_\_\_

1. We are happy that you have chosen to rent our Parish Hall to host your event. The cost for use of the Hall is \$100.00 per one day event, and if you intend to use the Kitchen the total cost is \$125.00 per one day event. If the event is a continuous series of dates, then we ask for \$25.00 per session. Checks can be made out to: *Our Lady of the Alleghenies Church*, and should be submitted no later than 2 weeks prior to the event's occurrence along with all necessary paperwork. **No monetary refund will be permitted once everything (paperwork & rent fee) is submitted to the parish.**
2. You MUST fill out all pertinent forms for the Diocese of Altoona-Johnstown for Facility Event coverage and Special Lease Agreements.
3. No Bounce Houses or inflatables are permitted inside the Hall.
4. You will be responsible for the set up and the clean up of your event. **Any other setup currently in the Hall, especially CCD Classrooms, must not be tampered with in any manner before discussion with the Pastor/Administrator of this parish.**
5. You are responsible to acquire your own caterer for breakfast/lunch/dinner events.
6. For the use of alcohol, a special permit must be granted by the Diocese. You may obtain this permit by contacting our Parish Office at the above information. Note: a separate fee may apply.
7. For events involving physical activity, a waiver must be signed, absolving the Parish and the Diocese, and any employee of responsibility over possible injuries sustained.
8. **Should any damage be inflicted upon our Hall, Kitchen, facilities, and/or anything belonging to the Parish, you will be responsible for the costs associated to fixing the damage inflicted.**

EVENT NAME: \_\_\_\_\_

DAY(S) OF RENTAL: \_\_\_\_\_

TIME OF DAY FOR RENTAL: \_\_\_\_\_

TOTAL COST (MINUS ALCOHOL PERMIT FEES): \$ \_\_\_\_\_

PAYMENT RECEIVED ON: \_\_\_\_\_ CHECK OR CASH (circle one)

PAYMENT RECEIVED BY (Pastor/Administrator Signature):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ DATE DEPOSITED: \_\_\_\_\_

**ALL QUESTIONS/CONCERNS ABOUT HALL/KITCHEN RENTAL  
MUST BE DIRECTED TO THE PARISH'S PASTOR/ADMINISTRATOR,  
FATHER MATTHEW REESE, 814-886-2504 EXT. 101**