

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 – August 18, 2025)

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 (Parish Pastor or Parish Hall Event Coordinator 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**