

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 8, 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 \$250 for the first 2 dates and \$25.00 for every additional date after that.

*NOTE: This cost does not include set up times if they need to be on a preceding day. Set up times must be specified and reserved, but there is no extra cost. 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 (completed paperwork & rent fee) is submitted to the parish.

2. In the event of an Organization using our kitchen and/or in the event when the exchange of alcohol by the Organization, whether for free or for purchase, is part of the event, you **MUST** fill out all pertinent forms for the Diocese of Altoona-Johnstown for Facility Event coverage and Special Lease Agreements.
 - a. When alcohol is exchanged at an event an extra fee for a permit is required. (See pertinent form for the Diocese of Altoona-Johnstown – supplied by Pastor/Administrator)
3. No Bounce Houses or inflatables are permitted inside the Hall.

4. You will be responsible for the set up and the cleanup of your event.
 - a. You are to clearly communicate to the Pastor/Administrator everything you intend to use of the parish's property for your event at the moment you submit this completed paperwork.
 - b. All clean up must be done on parish premises during the time of the rental, so please plan that into your overall rental time period. NOTHING the parish owns may be taken to your home for cleaning or any reason. *Should anything be left behind after the rental time has expired, it becomes the parish's property.*
5. Any other setup currently in the Hall, especially CCD Classrooms, must not be tampered with in any manner unless discussion with the Pastor/Administrator of this parish has occurred and his explicit permission has been given.
6. You are responsible to acquire your own caterer for any and all breakfast/lunch/dinner events.
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.
9. Should any theft of any parish property be suspected, legal action may be taken.

EVENT NAME: _____

DAY(S) OF RENTAL: _____

TIME OF DAY FOR RENTAL: _____

EXPECTED NUMBER OF PEOPLE FOR THIS EVENT: _____

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

PAYMENT RECEIVED ON: _____ CHECK # _____ CASH _____

PAYMENT RECEIVED BY (Pastor/Administrator Signature):

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