



Christ the King Episcopal Church Atascocita, TX

Church Parish Hall Facility Rental Schedule

Church Office Hours: Monday–Friday: 9:00 AM – 2:00 PM

Facility Overview

The Parish Hall is available for small to medium gatherings such as:

- Birthday parties
- Baby showers
- Wedding receptions
- Family reunions
- Ministry events
- Community meetings
- Workshops and seminars

Capacity

- Recommended occupancy: 40–120 guests
- Facility includes access to:
 - Main hall
 - Restrooms
 - Kitchen/prep area
 - Tables and chairs
 - Playground
 - Parking area

PARISH MEMBER RENTAL SCHEDULE

<u>Rental Item</u>	<u>Rate</u>
4-Hour Event Block	\$250
Full-Day Rental (8 Hours)	\$400
Additional Hour	\$50/hr.
Refundable Security Deposit	\$150
Kitchen Use	Included
Tables & Chairs	Included
A/V System (Optional)	\$50
Playground (Optional)	Included
	Included

Cleaning Fee Included if left clean

Insurance Requirement: Renter must secure event insurance. Any associated premium fees are the responsibility of the renter. Exact pricing is subject to third-party provider rates.

Member Discounts

- Ministry-sponsored events: 25% discount
- Funeral repasts for active members: Hall fee waived
- Recurring ministry/community meetings: Custom pricing available

NONMEMBER RENTAL SCHEDULE

<u>Rental Item</u>	<u>Rate</u>
4-Hour Event Block	\$350
Full-Day Rental (8 Hours)	\$600
Additional Hour including early access (decoration set up)	\$75/hr.
Refundable Security Deposit	\$150
Kitchen Use (Optional)	\$75
Tables & Chairs	Included
A/V System (Optional)	\$100
Playground (Optional)	\$100
Mandatory Cleaning Fee	\$125

Insurance Requirement: Renter must secure event insurance. Any associated premium fees are the responsibility of the renter. Exact pricing is subject to third-party provider rates.

RENTAL POLICIES

Reservation Requirements

- Signed rental agreement required
- Deposit due at booking – half of total amount
- Remaining balance due 14 days before event

Cancellation Policy

Cancellation Timeframe	Refund
30+ days before event	Full refund minus \$50 admin fee
14 -29 days before event	50% refund
Less than 14 days	No refund

General Rules

- No smoking inside facility
- No illegal substances or weapons
- Alcohol is restricted to beer and wine
- Decorations must not damage walls or ceilings
- Events must end by 11:00 PM
- All trash, including restroom, must be removed and taken to the exterior dumpster.
- Dumpster key to be returned to the Parish Hall.
- All counter tops, and surfaces including tables and chairs must be wiped down and cleaned. Dishes and cooking utensils must be washed, dried, and stored. Tables and chairs should be returned to their original placement prior to the event. Brooms are available in the janitorial storage closet.
- Any items remaining after an event will be discarded, including decorations.
- Decorations may not be attached to walls, ceilings or ceiling fans in the parish hall, except the existing hooks. No nails, tacks, or any tape or adhesive may be used.
- No confetti, glitter or rice or candles may be used in the Parish Hall. Battery powered candles are acceptable.
- Arrangements must be made with the Church Office for times and deliveries and pick-up. A representative from the event must be present to receive all rental items and catered items. The church office is not responsible for receiving or picking up of rental items.
- All lights, ceiling fans, ovens, and all kitchen equipment should be turned off in the Parish Hall.
- No animals are allowed in the Parish Hall except Service Dogs.
- Children under the age of 18 must be supervised by an adult, 21 years or older at all times. Adults must be present at the playground if in use.
- Renter is responsible for damages
- Security may be required, at renter's expense, for large events
- Event insurance may be added to fees

A church representative or vestry member will be responsible for opening / closing the facility to ensure premise is secure.

Schedule drafted by Finance Committee and approved by Vestry on June 16m, 2026,

CONTACT INFORMATION (Individual must be present at all times during rental)

Facility Rental Coordinator / Contact: _____

Phone: _____

Email: _____

If applicable; please enclose a check made out to Christ the King for use of the Christ the King Episcopal Parish Hall along with the reservation form.

By my signature below, I confirm that I have read and do understand the Building Guidelines for Christ the King Church Parish Hall. I further commit to follow the guidelines throughout the duration of the use of the hall and take full responsibility for the behavior of all those participating in the event.

Signature: Facility Coordinator/Contact

Date

Signature: Christ the King Episcopal Church

Date