



THE ROMAN CATHOLIC DIOCESE OF CHALAN KANOA
P.O. BOX 500745, CHALAN KANOA, SAIPAN, CNMI, MP 96950
Tel.: 1670.234.3000 | Fax: 1670.235.3002 | www.rcdck.org

AGREEMENT FOR THE USE OF CHURCH FACILITIES

A. CATHEDRAL AND SOCIAL HALL

_____ 1. 8 days nightly rosary, wake, and Funeral Mass with Social Hall use after the burial.
(8 a.m. to 12:00 p.m. with Mass at 11 a.m.) - **\$1,000**

B. CATHEDRAL

_____ 2. Wake and Funeral Mass (8 a.m. to 12:00 p.m. with Mass at 11 a.m.) - **\$500**
_____ 3. Funeral Mass (2 hours or less) - **\$300**
_____ 4. Special Mass (Wedding, Wedding or Death Anniversary, Inaugural Red Mass) - **\$500**
_____ 5. Special Mass (Baccalauareate, Graduation) - **\$300**

C. CHAPEL (BLESSED SACRAMENT)

_____ 6. Wedding (With or without Mass) - **\$150**

D. SOCIAL HALL

_____ 7. Use after the burial - **\$200**
_____ 8. Meetings, Conferences, and Workshops
External: _____ Half Day up to 12 p.m. - **\$300** _____ Full Day up to 4 p.m. - **\$600**
Internal: _____ Half Day up to 12 p.m. - **\$100** _____ Full Day up to 4 p.m. - **\$200**

E. CEMETERY - \$100 Name of the deceased: _____
Inspected by: _____

F. OTHERS _____ Carpet Roll - **\$150** _____ For Maintenance (Refundable) - **\$100**

CONDITIONS

1. A minimum payment of fifty-percent (50%) is required three (3) days prior to the use of the facilities and the remaining fifty-percent (50%) is payable immediately upon the expiration of the use of the facilities by Lessee.
2. In the event that Lessee's bank fails to honor Lessee's payment to Lessor, Lessee agrees to replace any dishonored check with a certified check, money order, or cash for the payment due plus a processing fee equal to the sum of \$25.00 or Lessor bank charge as a result of the dishonored check, whichever sum is greater.
3. Maintenance fee is refundable after the inspection of the Hall within a week.
4. Do not staple or use thumbtacks on any of the tables in the hall except the long serving tables.
5. The family shall be responsible in providing trash bags, paper towels, toilet tissues, dish soap, and soaps for the bathroom for the wake and the funeral day.
6. The family shall make sure that all the trashes are cleared for both Cathedral and Social Hall.
7. One Hour Air Condition Units to be turned on during the practice and the preparation of the ceremony.

Please indicate the dates for the use of the Cathedral and or Social Hall: _____

Contact Person: _____

Contact Number: _____ Receipt No.: _____