

\$ _____ Deposit _____ Date _____ Ck#	St. Joseph Catholic Church Contract for use of Parish Life Center Corydon, Indiana (A SMOKE-FREE FACILITY) Rev. (02/21/2018)	_____ Cleanup \$300 _____ Pd _____ Ck# (negotiated with outside vendor)
\$ _____ Instlmt _____ Date _____ Ck#		_____ Cleanup Kitchen \$50 _____ Pd _____ Ck#
\$ _____ Instlmt _____ Date _____ Ck#		_____ Sound system \$50 _____ Pd _____ Ck#
\$ _____ Instlmt _____ Date _____ Ck#		_____ Setup \$100 or \$50 _____ Pd _____ Ck#

RENTER:	RENTER'S EMAIL:	PARISHIONER <input type="checkbox"/>
		NON-PARISHIONER <input type="checkbox"/>

PHONE:	ADDRESS:	CITY, STATE, ZIP:
OR:		

EVENT DATE:	TIME: (including Setup and Cleanup) _____ am/pm to _____ am/pm (not to exceed 1:00 am. \$100 additional charge for each hour over)	NAME OF EVENT:
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ANTICIPATED ATTENDANCE:	FIRE CODE CAPACITY (with tables & chairs-without)	NON-PARISHIONER RATE	DAMAGE DEPOSIT (Returned after event)	PARISH-IONER RATE	PARISHIONER DAMAGE DEPOSIT (Returned after event)
Main Multi-purpose Room*	350-894	\$1,000	\$300	\$500	\$300
Yellow Conference Room	80-195	\$200	\$100	\$100	\$100
Blue Conference Room	46-98	\$100	\$100	\$50	\$50
Green Conference Room	8-25	\$50	\$50	\$50	\$50

Kitchen <input type="checkbox"/> Stove <input type="checkbox"/> Warmers <input type="checkbox"/> Refrigerator	If there is going to be food preparation or use of the oven or range tops, there will be a charge of \$50 for the use of the Kitchen. If the Main Multi-purpose Room is being rented, there will not be a charge for use of the kitchen and its facilities, but there will be a \$50 charge for clean-up.
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Sound System Rental (Proof of insurance required)	\$50
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*St. Joseph can provide tables and chairs to seat 320. If renter rents additional tables and chairs, please confirm with parish office before event.

Setup of tables and chairs and cleaning up the facility are the responsibility of the Renter. We can arrange a vendor to setup and cleanup for an additional fee. Please contact Parish Office for this service.

Setup	Cleanup Room	Cleanup Kitchen
Main Multi-purpose Room \$100	\$300	\$50
Yellow Conference Room \$50	\$50	*****

Will alcoholic beverages be served? **Yes** **No (See section on Liability)**

I have read, accept and agree to abide by the policy and procedures for rental of St. Joseph Catholic Church facility, a copy of which is attached to this application. I agree that the applicant/organization shall be responsible for damages sustained to the church premises as the result of actions by participants, guests, and/or spectators at the above meeting or activity, and for any injury to a participant, guest and/or spectator. The undersigned will indemnify, defend and hold harmless St. Joseph Catholic Church and the Archdiocese of Indianapolis, and/or their employees and representatives from any and all liability for such damage or injury. The undersigned (renter) is accountable for the event and needs to be present at the time of the event. **(RESPONSIBLE RENTER MUST BE PRESENT DURING THE ENTIRE TIME OF RENTAL EVENT.)**

Signature (RENTER) _____ Date: _____	Signature of St. Joseph Representative: _____ Date: _____
Printed Name: _____	Printed Name: _____ Title: _____

USAGE WITHOUT FEES²:

- Any parish office organization, church or school activity
- Youth activities with a parishioner present: CYO, Girl/Boy Scouts, Deanery Sports or Activities
- Some non-profit organizations (other churches in need of a funeral meal location, Relay for Life, American Heart Association, etc.)
- ✓ There will be a limit of only 4 non-profit functions per renter,(no fees charged) per year.
- ✓ If it is a fundraiser, non-profit organization may be charged a parishioner rate.
- ✓ This is to be used as a guideline only. Exceptions or activities not listed are to be considered and decided according to the policy.
- ✓ All parish organizations should schedule regular meetings and special events at the earliest possible date.
- ✓ Although a fee for the above activities is not required, the areas must be cleaned up after these activities, or a minimum fee of \$100 will be charged to group or organization hosting event.

² ORDER OF PRIORITY:

1. St. Joseph Church and School (8:00 am – 3:00 pm) during the months school is in session and corresponding rooms used (Main Multi-purpose Room, as well as Conference Rooms)
2. Functions with St. Joseph Church Parishioners (*A Parishioner is a registered member participating in Stewardship of time, Talent and Treasure for at least 6 months*).
3. St. Joseph Catholic Church will not rent to any political party.
4. Paid Fees and signed contracts by an outside organization or non-parishioner will override any church and/or parishioner function that wasn't previously scheduled, unless otherwise overridden by the pastor.

DEPOSIT AND FINAL PAYMENT. Deposit must be paid and contract signed within 7 days of inquiry, before the date is reserved. See Policy and Procedures for further information in regards to the deposit. Deposit is refundable if reservation is canceled more than 30 days prior to the event. If building is left in a condition that requires extra clean-up services, the excess charges will be deducted from the damage deposit. Refunds will be mailed approximately 10 days after rental. If damage exceeds the deposit amount, Renter represents that either the Renter or the group which he/she represents has extended a general liability insurance coverage in an amount sufficient to cover any loss which landlord may suffer as the result of this rental agreement. Landlord reserves the right to enter and inspect the premises at any time during this agreement. **Checklist must be completed, signed and returned with key. Failure to complete this will default the deposit being returned. FINAL PAYMENT IS DUE TWO WEEKS BEFORE YOUR EVENT. (Returned Check Fee is \$35.00).**

INITIALS (RENTER): _____

SCHEDULING. Anyone scheduling events in the Parish Life Center should be aware that no policy could satisfy every possible situation. Therefore, the Pastor, Office Manager and/or Pastoral Council have the discretion to change or rearrange the schedule of events as circumstances dictate. All approved applications for use of St. Joseph's facilities are subject to cancellation with or without due notice. In the event changes or rearrangement should occur, every effort will be made to inform all affected persons or organizations in a timely fashion. **INITIALS (RENTER):** _____

LIABILITY. Renter agrees to indemnify and hold Landlord harmless against any loss, including Landlord's reasonable attorney's fees and costs of litigation. Renter acknowledges that Landlord is a Catholic institution and that the Parish Life Center is a religious facility. Therefore, Landlord reserves the right to cancel this agreement if it decides for any reason that the Renter's use is inconsistent with the Catholic Church's mission or purpose. **INITIALS (RENTER):** _____

ALCOHOL. Renter agrees to obey each and every law and ordinance pertaining to St. Joseph Church and Parish Life Center, especially those which pertain to alcoholic beverages and controlled drugs. No alcohol will be consumed by minors on the premises. If it is determined that alcohol is being served to, or consumed by minors, the Landlord through its authorized representatives, reserve the right to close the building and terminate this agreement without notice. If this does occur, the renter will be charged the full rental fee. Any Renter approved for use of alcohol within the premises must do so in compliance with all state and local laws including but not limited to those requiring permits or licenses. Moreover, the consequences of serving or using alcoholic beverages are the responsibility of the Renter who agrees to indemnify and hold harmless St. Joseph Church and the Archdiocese of Indianapolis for any damage sustained to the Church premises as the result of any action by participants, guests, or spectators at the scheduled event. In addition, St. Joseph Church requires that alcohol be served by a licensed bartender for all receptions and other like functions. Renter is responsible for payment of

the bartender. All alcohol must be kept in the kitchen and served over the bar. A special liquor insurance policy is required: (1) if liquor is being sold; (2) an admission price is collected for event; or (3) liquor is served as part of a fund raising event. **INITIALS (RENTER):** _____

INSURANCE. A certificate of insurance is required. The insurance must contain at least \$1,000,000 in limits, including host liquor liability. (This is liability insurance covering the rental space for the duration of the event and naming St. Joseph Catholic Church and the Archdiocese of Indianapolis as the insured or co-insured. Arthur J. Gallagher offers individual policies for events which will cover the liability limit for personal and advertising injury, products and completed operations and host liquor liability, damages to premises, medical payments of \$1,000; parish and diocese are named insured and tenant is an additional insured. There are no deductibles.(see attached application.) If Renter obtains a rider from their personal insurance, a copy is required to be submitted with this contract. **INITIALS (RENTER):** _____

DECORATIONS AND PROPERTIES. Renter agrees not to place any advertising on outside of building. **Painters tape is the only adhesive that may be used on the floor.** No rice or bird seed can be used or thrown. No loose balloons can be used. Decorations can only be used with painters tape or comparable that does not pull paint from the wall – no thumbtacks, staples, or nails may be used to attach the decorations to the tables or walls. - Decorations and food can be brought in on the day of the activity only, unless pre-approved by the Parish Office Staff. All decorations and food must be removed from the building the day of the activity. St. Joseph Parish Life Center does not furnish table covers, silverware, dishes, pans, etc. for outside events. If any items are missing, deposit will be deducted to purchase new. Kitchen includes the use of appliances so noted in first page of application. Tables and chairs in Yellow Conference Room shall **only** be used within Yellow Conference Room.

INITIALS (RENTER): _____

BUILDING SECURITY. Only parishioners or approved participant will be issued keys at the direction of the Parish Office, the Pastor, or Executive Board of the Pastoral Council. Keys will not be released until the contract has been signed and full payment has been made. Renter will have a contact name and number to call who will be in charge of opening and closing before and after the event, if a key is not issued. Persons or parish organizations assigned keys are personally responsible for any unlocked doors or damage to the property. Make sure that the activities in progress are properly and adequately supervised by responsible adults (21 years of age or older), in which the responsible adult will accept full responsibility. Check and secure the facility when finished. Report any problems, damage, or injuries with a verbal and written response describing in detail what happened. Treat facility and equipment with care. Restrict your activity to the area of the building you have reserved. Unsupervised children are not allowed. The First Aid Kit is in the kitchen. Maximum Capacity: Please see Page 1 or 2 for capacity numbers. **INITIALS (RENTER):** _____

BUILDING MAINTENANCE. All parish organizations and renters will be held responsible for cleaning up after all of their activities. This includes the use and clean up of the restrooms. Any school or parish equipment cannot be used, unless authorized beforehand. The employed custodian shall see to the general maintenance of the Parish Life Center in a similar fashion as other church properties and building. **Parking** – If event is held on a Saturday, parking will be limited to the NW parking lot, if it coincides with the time of a church function (funeral, evening mass, etc.). **INITIALS (RENTER):** _____

CHECKLIST. There will be a checklist for each room that is rented. The Renter will be responsible for completing this checklist and turning it in to the Parish Office, along with the key, or if not a parishioner, will need to turn it in to the responsible party who will be unlocking and locking the facility. In case of unforeseen circumstances or emergency during use of the facility, Renter shall contact _____ at ____-____-____ for assistance. **INITIALS (RENTER):** _____

ARBITRATION. In the event of a dispute arising between the Applicant/Renter and/or Organization and St. Joseph Church and/or the Archdiocese of Indianapolis, with respect to this contract (including but not limited to damage deposit issued), the same shall be referred to arbitration. The parties to this agreement hereby expressly waive any right to jury trial of any dispute arising out of this Policy. **INITIALS (RENTER):** _____

OFFICE USE: