

ST. SIMON THE APOSTLE CATHOLIC CHURCH
Application and Contract for Use of Parish Facility

Name or Group: _____
Address: _____
Phone: _____ Cell: _____ E-Mail: _____
Contact Person: _____
Type of Event: _____
Date of Event: _____ Time of Event: _____
Set-Up Time: _____ Clean Up Time: _____

Facilities Required:

____ Feltman Hall ____ Cafeteria ____ Kitchen ____ Gym ____ Parish Center

Building Key (Electronic Intellikey)

____ Door 4 (North Parish Door) ____ Door 16 (East Door by School Office)

Inside Keys:

____ Kitchen ____ Feltman Hall ____ Cafeteria ____ Parish Center

Do you seek permission to serve alcoholic beverages? Yes _____ No _____
Selling of alcohol is not permitted by State Law.

Inasmuch as permission has been granted to you by St. Simon the Apostle Catholic Church for the use of _____, which is property of the church, this memorandum shall be considered as notice to you of limitation of Church insurance.

Pursuant to law and the discretion of St. Simon the Apostle Catholic Church, liability insurance covering the Church organization, property, projects, and activities is in the name of the Church and applies and covers only the Church.

This use by your organization is considered an outside activity and project, and therefore is not covered by Church liability insurance.

Liability insurance for coverage of your organization is to be at your expense and discretion. (In some cases, we might specify certain minimum insurance protection, and ask that a certificate from the insurer be provided.)

Payment: The damage deposit of \$250.00 is due when contract is signed. Fifty percent of the rental fee is due ninety days prior to event and the balance week of the event.

You must meet with Facility Coordinator to complete and sign request form and to discuss event details and fees (if applicable). Signature below indicates agreement to abide by the facilities policy and understanding of the responsibility associated with facilities use.

I hereby certify that the person/organization named above shall assume responsibility for any damage sustained to the facility premises, furniture, or equipment, resulting from the use of the facilities by the person/organization. The person/organization shall be responsible for any injury to a person using said facilities and shall "Hold Harmless" St. Simon the Apostle from liability for such injury.

Signed _____ Date _____
(Event Representative)

Approval _____ Date _____
(Facility Coordinator)