

FACILITY USE REQUEST FORM

Payment for facility use is to be given to the Parish Secretary upon booking.

Checks are to be payable to: St. Bartholomew Parish

St. Bartholomew Parish
9375 Winton Road, Cincinnati, OH 45231
Phone 513-522-3680 | Fax 513-728-3141
office@eStBarts.org

Name of Person/Group Booking Event: _____

Name of Contact Person: _____ Phone: _____

Contact's Address: _____ State: _____ Zip: _____

Type of Function: _____

Date Desired: _____ / _____ / _____
Month Date Year S M Tu W Th F Sa

Time(s) Desired: (Set-up and clean-up times must be included in the hours)

From: _____ AM To: _____ AM Event Start Time: _____ AM
 PM PM PM

Rehearsal required? no yes Date/time: _____

Facility		Fee
<input type="checkbox"/>	KAC Gym Rental <i>Capacity: 340 w/tables & chairs</i>	\$250.00
<input type="checkbox"/>	Gym Refundable Security Deposit* <i>(please provide separate check)</i>	\$250.00
<input type="checkbox"/>	KAC Upper Meeting Rooms <i>Capacity: 70</i>	\$75.00
<input type="checkbox"/>	Meeting Rooms Refundable Security Deposit* <i>(please provide separate check)</i>	\$75.00
<i>*Security deposit will be returned if facilities are left in satisfactory condition as determined by Parish staff.</i>		Total: \$ _____ .00

INSURANCE REQUIREMENT

All Licensees must provide a Certificate of Insurance in the amount of **\$1,000,000.00**. Your homeowners insurance provider can usually provide a Certificate of Insurance.

There are three Additional Insureds that are REQUIRED to be on the Certificate of Insurance:

- (1) St. Bartholomew Church, (2) Archbishop Dennis Schnurr, and
- (3) The Archdiocese of Cincinnati

If you need assistance in obtaining coverage:
tinyurl.com/kandkTULIP



Charity Fund Raisers etc. that charge an admission fee and have beer (alcohol) also need an "Alcohol" rider on their Certificate of Insurance.

Signatures on this form indicate the agreement of the Licensee to the terms and conditions stated above.

Signature of Licensee: _____ Date: _____

FACILITY USE AGREEMENT

The Facility Use Agreement is entered into on _____ by St. Bartholomew Church and _____, with respect to Licensee's proposed use of space at the Church on _____, Church and Licensee agree to the following rules, regulations and provisions:

Date

Licensee

Date

1. **SCHEDULING** The Church's Building Manager or the Church's designee shall approve scheduling of all building facilities.
2. **EVENT END TIME** All events must terminate by 12:00 Midnight. Events with music must arrange for music to stop at 11:30 PM. If an event will have minors present who are not accompanied by a parent or guardian, Licensee will be fully responsible for city curfew compliance.
3. **FACILITY ACCESS** Licensee must pick up keys to the Church space during Parish Office Hours. Keys must be returned promptly after the event end. If returning after business hours, keys may be dropped in the Parish Office mail slot.
4. **DECORATIONS RESTRICTIONS** Absolutely NO decoration or signs are to be attached or affixed in any way to any walls, windows, doors, or chandeliers. **ABSOLUTELY NO BALLOONS, GLITTER, OR CONFETTI!**
5. **SETUP/CLEANUP** Licensee is responsible for all setup, including tables, chairs, sound equipment, decorations, etc. **ABSOLUTELY NO RED DRINKS IN THE GYM!** All decorations, flowers, liquor, or food items must be removed at the conclusion of the event. Licensee is responsible for appropriate cleanup, including emptying trash, sweeping floors, removal of personal items, etc. (See Closing Checklist).
6. **NO SMOKING** There is to be NO SMOKING inside the building. You must be a minimum of 50 feet away from any building entrances if smoking outside.
7. **LAWS** It is Licensee's responsibility to comply with all applicable laws, ordinances and regulations in the use of the facility. Licensee is responsible for the conduct of all individuals attending Licensee's event, including, but not limited to, all caterers. Therefore, it is also Licensee's responsibility that Licensee's guests and the caterer for the event also comply with all applicable laws, ordinances and regulations.
8. **DAMAGES** Any abuse of, damage to, or loss of Church property, whether real or personal, shall be the responsibility of Licensee. Licensee agrees to reimburse the Church, upon demand, such sum as will be necessary to restore the damaged property to its original condition.
9. **SECURITY DEPOSIT** Licensee's Security Deposit will be returned if facilities are left in satisfactory condition as determined by Parish Staff.
10. **LIABILITY** Licensee assumes full responsibility for the character, acts and conduct of all persons attending Licensee's event. Licensee hereby holds harmless and indemnifies the Church, the Archbishop of Cincinnati, the Catholic Archdiocese of Cincinnati, and their respected officers, employees, members and agents, against any and all losses, claims, liability or damages (including attorneys' fees) arising or allegedly arising out of injury to persons or property and relating to Licensee's use of the facility, including but not limited to those which may be asserted by third parties.

11. LIABILITY INSURANCE Licensee shall carry or obtain comprehensive general liability insurance in the amount of **\$1,000,000.00** with additional insureds thereunder which shall include:

- (1) St. Bartholomew Church, (2) Archbishop Dennis Schnurr, and (3) The Archdiocese of Cincinnati

If you need assistance in obtaining coverage: 
tinyurl.com/kandkTULIP

Your homeowners insurance provider can usually provide a Certificate of Insurance.

12. ALCOHOL Licensee will not charge for (whether by admission fee or otherwise) alcoholic beverages served at Licensee’s event and will otherwise comply with all laws regarding the use and consumption of liquor.

13. PERSONAL PROPERTY Church shall assume no liability for the loss, damage or return of any items of personal property brought onto the premises by Licensee, or any of its guests. Licensee shall assume all liability and risk of loss for any loss or damage to items of personal property brought onto premises by any member of said Licensee, or any of its guests. The Church shall assume no liability for the loss or damage of vehicles parked in the Church parking lot by Licensee, or any of its guests.

14. CONTRACT MODIFICATION Any change or modification to this contract will not be effective unless made in writing and signed by both parties to this contract.

I/We have read and agree to the above regulations.

Licensee Signature: _____ **Date:** _____

Church Signature: _____ **Date:** _____

STAFF USE ONLY

- _____ Requested date/time available (temporary hold in Scheduler)
- _____ Confirmed availability with Licensee, pending receipt of insurance & payments
- _____ Received Security Deposit (Date: _____)
- _____ Received rental fee (Date: _____)
- _____ Received Certificate of Insurance (Date: _____)
- _____ Business Manager signature obtained
- _____ Confirmed reservation with Licensee
- _____ Licensee signed out keys (Date: _____)
- _____ Keys returned to Parish Office (Date: _____)
- _____ Closing Checklist returned to Parish Office (Date: _____)

FR. KRUMPE ACTIVITY CENTER CLOSING CHECKLIST

Failure to complete this Closing Checklist and sign the form may result in the loss of future use of the Krumpe Activity Center Gym or Meeting Rooms for your organization as determined by Parish Staff. Return this form and keys to the Parish Office promptly after your event end. If returning after business hours, both may be dropped in the Parish Office mail slot.

Function: _____ **Event Date:** _____

Closing Checklist:

_____ **Wipe and dry all tables**

_____ **Replace tables and chairs as appropriate**

Gym: All tables and chairs returned to storage room

Upper Meeting Rooms: Tables and chairs set per the diagram

_____ **Clean floors**

Gym: Sweep floor (large broom located in storage room)

Upper Meeting Rooms: Vacuum carpet (vacuum located in janitorial closet by restrooms)

_____ **Remove all trash and replace with a new bag** (bags located in janitorial closets)

_____ **Restrooms in order** (No trash on floor, counters dry, etc.)

Please check each item that needs refilled, if any:

Gym:

Upper Meeting Rooms:

_____ Toilet paper

_____ Toilet paper

_____ Soap

_____ Soap

_____ Paper towels

_____ Paper towels

_____ **Remove all decorations, event equipment, and personal items** (St. Bartholomew Church assumes no responsibility for items left after an event)

_____ **Turn off all lights**

_____ **Verify ALL doors locked**

Please note any damage noticed or maintenance needs:

I acknowledge that all closing procedures have been completed.

Print Name: _____

Signature: _____ **Date:** _____