



RENTAL AGREEMENT AND POLICY

The rental of your facilities (e.g., hall, gymnasium, etc.) to parishioners or non-parishioners for non-parish sponsored events (e.g., wedding receptions, baby showers, anniversary parties, etc.) requires formalized procedures be followed, to better protect the person/group renting your facilities, parish, (Arch)Diocese, and (Arch)Bishop. To this end, attached please find a *sample* rental agreement and policy.

There are six areas covered:

1. Rental Agreement
2. Use of Facility Regulations
3. Special Events Insurance Application
4. Emergency Procedures (to be posted)
5. Directions for Hall Use
6. Special Events - Parish Safety Checklist

Forms used in the above listed areas 1 and 2 should be placed on your letterhead. And you may want to place forms 4, 5, and 6 on your letterhead.

As this is a sample policy, please make changes to any area to better fit your needs, and make copies of any form as necessary.

If you have any questions, please do not hesitate to call us at 1-800-395-5565 or (517) 372-9310.

SAMPLE
RENTAL AGREEMENT AND POLICY (eff. 03/04)

EVENT: _____ NUMBER OF PARTICIPANTS: _____

RENTAL AREA: _____ ROOM CAPACITY: _____

IS ALCOHOL BEING SERVED? _____ IS FOOD BEING SERVED? _____

EVENT DATE: _____ TIME PERIOD: _____ to _____

SPECIAL ARRANGEMENTS: _____

LICENSEE/RESPONSIBLE PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: HOME: (____) _____ WORK: (____) _____

TOTAL FEES* DUE: \$ _____ DUE TODAY: \$ _____ CHECK NO.: _____

FEE BALANCE DUE: \$ _____ DATE REC'D.: _____ CHECK NO.: _____

LICENSEE SIGNATURE: _____ DATE: _____

FACILITY REP. SIGN.: _____ DATE: _____

*FEE SCHEDULE: PARISHIONER NON-PARISHIONER

(FACILITY NAME) RENTAL FEE	\$	\$
KITCHEN RENTAL FEE	\$	\$
RESERVATION DEPOSIT (part of Rental Fee), due at time of reservation. 100% of deposit will be refunded if we are given at least _____ days cancellation notice; 50% refunded if at least _____ days notice; no refund if less than _____ days notice. Balance of Rental Fee due _____ days before event.	\$	\$
SECURITY DEPOSIT, due at time of reservation. Refundable after event if facility is cleaned and in order as outlined within posted instructions.	\$	\$
LIABILITY INSURANCE, required by the (Arch)Diocese of _____ for non-parish events. Please complete a Special Events Insurance application.	\$100	\$100

SAMPLE
USE OF FACILITY REGULATIONS

LICENSEE RESPONSIBILITIES

1. One person shall be responsible to:

- a. Pick-up door key(s) in _____ or from _____.
- b. Be aware of all regulations concerning the proper use and clean up of the facility and equipment, smoking and alcohol policies, and emergency procedures.
- c. Complete Special Events safety checklist (attached).
- d. Return key(s) and completed safety checklist to _____ and be available for a final facility walk-thru.

2. LICENSEE AND GUESTS agree that they will indemnify and hold free and harmless _____, Bishop of the Diocese of _____ and _____ (Facility Name) _____ (city), LICENSOR, from any and all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the LICENSEE AND GUESTS, its agents, employees or servants acts or omissions, and the LICENSEE AND GUESTS will pay any and all judgement decrees, costs, including attorney's fees which may be rendered against _____, Bishop of the Diocese of _____ and _____ (Facility Name) _____ (city), LICENSOR, its directors, officers, agents and employees, in any and all such actions or proceedings.

LICENSEE AND GUESTS further agree to carry Liability Insurance or other equivalent insurance which shall cover the Hold Harmless Agreement set forth above with minimum limits of liability of \$1,000,000.00 each occurrence for bodily injuries and property damage in a company rated "A" or higher by BEST GUIDE, and to provide the Roman Catholic Diocese of _____ and _____ (Facility Name) _____ (city), LICENSOR a certificate specifically identifying the agreements insured to the above effect.

3. LICENSEE AND GUESTS shall arrange for security personnel, if necessary.

4. LICENSEE AND GUESTS shall confine their activities to area assigned to them.

5. LICENSEE AND GUESTS will comply with all laws and all rules, ordinances or requirements imposed by any municipality or government authority and will not do or suffer to be done anything on said premises in violation thereof.

6. LICENSEE AND GUESTS will keep said premises, including the personal property therein, during the term, in as good repair and at the expiration thereof yield and deliver up the same in like conditions as when taken, reasonable wear and tear thereof and damage by the elements excepted.

SAMPLE
EMERGENCY PROCEDURES

FIRE:

1. Call 911 (or list seven digit number here, if applicable); give facility location and location of fire, and any other information requested.
2. If fire is small, extinguish with nearest fire extinguisher.
3. To operate fire extinguisher follow P.A.S.S.:
 - Pull trigger pin
 - Aim nozzle at base of fire
 - Squeeze trigger
 - Sweep from side to side
4. If fire is large or out of control, calmly evacuate facility.

TORNADO:

Tornado Watch means that conditions are favorable for the formation of a tornado, but none have been sighted in the area - prepare to take shelter.

Tornado Warning means that a tornado has been sighted in the area. *****TAKE COVER*****

The following shelter should be taken: _____.

POWER OUTAGE:

1. Emergency lights will go on. (If your facility is without emergency lights, they should be installed. Please consult an electrician.) Use available flashlights (indicate flashlight locations here).
2. Slowly move occupants toward exits and leave building.
3. Notify maintenance personnel.

HEART ATTACK OR SERIOUS INJURY:

1. Call 911 (or list seven digit number here, if applicable). Give facility location and nature of injury or illness and other requested information.
2. Solicit medical help within building (CPR/first aid trained persons).

BOMB THREAT

Call 911 (or other emergency number here) and ask for further instruction.

SAMPLE
DIRECTIONS FOR HALL USE

PREPARATIONS:

1. PLACE RESPONSIBLE PERSON IN CHARGE.
2. TABLES MAY BE MOVED TO SUIT YOUR NEEDS.
3. WHEN PLACING TABLES ON RACKS, STACK THEM EVENLY WITH THE TOP SIDE UP.
4. AVOID USING SCOTCH TAPE ON WALLS. (WHEN REMOVED, DUST COLLECTS ON THE GLUE THAT REMAINS AND CAN CAUSE PAINT TO PEEL OFF THE WALLS.)
5. SET FURNACE THERMOSTAT. (WEST WALL BEYOND THE SODA MACHINE)
6. IN SUMMER THE AIR CONDITIONERS ARE AVAILABLE FOR YOUR COMFORT. (THERMOSTATS ON EAST WALL - SET AT 70°)
7. CIRCULATING FANS ARE HELPFUL TO DRIVE THE HEAT DOWN IN WINTER. (RHEOSTAT SWITCH IS ON WEST WALL NEAR KITCHEN)
8. EXHAUST FAN CAN BE USED WHEN NECESSARY TO REMOVE SMOKE. (HIGH AND LOW SWITCH IS ON WEST WALL NEAR FAN SWITCH)

AFTER HALL USE:

1. REPLACE TABLES AND CHAIRS. (SEVEN ROWS, SEE DIAGRAM)
2. DUST MOP THE FLOOR. (DUST MOPS IN SMALL ROOM NEXT TO BAR AREA)
3. WET MOP AREAS OF FLOOR WHERE NEEDED. (MOP AND WATER IN SMALL ROOM NEXT TO THE BAR AREA)
4. WET MOP THE BAR ROOM FLOOR.
5. WET MOP THE KITCHEN IF KITCHEN WAS USED.

MAKE SURE:

1. FURNACE IS TURNED DOWN.
2. AIR CONDITIONER IS TURNED OFF.
3. ALL LIGHTS IN HALL, KITCHEN, AND RESTROOMS ARE TURNED OFF.
4. ALL THE DOORS ARE LOCKED. (USE THE KEY TO RELEASE THE DOOR LOCK IF THE LOCK DOES NOT RELEASE WHEN THE PANIC BAR IS RELEASED)

PLEASE NOTE:

YOU ARE RESPONSIBLE FOR PAYMENT FOR ANY DAMAGES TO FIXTURES, TABLES AND CHAIRS. THE PAYMENT WILL BE DETERMINED BY THE EXTENT OF THE DAMAGE.

SPECIAL EVENTS-PARISH SAFETY CHECKLIST (2 OF 2)
(Continued)

Location: _____

Date: _____

Inspection Started: _____ AM _____ PM

Inspected by: _____

Inspection Completed: _____ AM _____ PM

Yes No N/A Remarks

INTERIOR

During

1. Ensure that any monies collected are not left unattended until locked in the safe.
2. If refreshments are being served, check to determine that spills are being cleaned immediately.
3. Check that no one places any handbag or article of clothing where it will present a trip or fire hazard.

After

1. Check all cooking appliances to ensure they are turned off.
2. Check all ash trays to ensure cigarettes are extinguished before they are emptied.
3. Check to determine that filled trash bags are not left inside the building and are placed outside in the garbage container.
4. Check to determine that monies are counted and locked in a safe or taken to the bank, if possible.
5. Check to determine that no one is attempting to conceal themselves in the building before locking up.
6. Check that all lights are left on until everyone leaves the building.
7. Check to determine that any valuable equipment, such as sacred vessels or sound equipment, is locked away.

NOTE: This checklist should be used for each special event and signed off by the chairperson in charge.