
Renter's Phone and Address:

Renter's Email:

Diocese of Davenport School/Parish Facilities Rental Agreement

Parish/School _____ "Parish/School, we, us, our" as follows in this agreement

Renter _____ "You, Your, renter(s)", as follows in this agreement

Effective _____ **Description and Address of rented property** _____

Our facilities are available for use by registered and contributing members of our parish at the discretion of the pastor. Our facilities are also available to non-parish members. *All* use of our facilities is subject to prior approval of the pastor, including events sponsored by parish organizations. No rental requests will be considered for any purpose or event that is contrary to the beliefs and teachings of the Catholic Church. Reservations are made with the parish secretary.

Funerals as well as events sponsored by parish organizations will be exempt from rental fees. Funeral functions will take precedence over any and all other events. Rentals on funeral days will necessarily begin after 2 pm. When scheduling an event, this funeral provision must be agreed to by the renter.

Rental Fees per event: (All rental fees are to be paid in full at the time of reservation)

- \$ _____ for parishioners with a \$ _____ refundable cleaning/security deposit
- \$ _____ for non-parishioners with a \$ _____ refundable cleaning/security deposit
- \$ _____ will be charged for a wedding reception, plus a \$ _____ refundable cleaning/security deposit.

Please make out two separate checks (one for the rental fee and for the deposit) payable to Parish/School. Rental fees will be deposited upon receipt (at the time the facilities are reserved). Deposits will be held until the rented area is inspected for cleaning and damage. Damages beyond ordinary wear will be assessed by the renter. Any damages beyond the deposit will be the financial responsibility of the renter. If the facilities are undamaged, cleaned properly to our satisfaction, and all tables and chairs are returned to their original space, the deposit will be returned to you provided you send a self-addressed, stamped envelope. Otherwise, your check will be destroyed.

Liability Insurance

Proof of insurance with the following limits and formats must be submitted by the renter with the rental agreement in the following amounts:

- ❖ If a business, non-profit or some other legal entity apart from an individual/family, a certificate of General Liability insurance naming **Parish/School and The Catholic Diocese of Davenport** as "**additional insureds**" with limits of at least \$500,000.
- ❖ If an individual or family, proof of Personal Liability insurance with limits of at least \$500,000
- ❖ Professional caterers must provide a certificate of insurance of at least \$500,000 and name **Parish/School and The Catholic Diocese of Davenport** as "**additional insureds**"

Proof of insurance in the form required above MUST be submitted prior to use of church property.

Alcohol

If you plan to charge for alcohol in ***any direct or indirect**** way, it can only be served if you hire a professional caterer with their own **Liquor Liability** coverage OR you obtain a short term liquor license and purchase a **Liquor Liability** insurance policy written for the day of the event in the name of the renter. In either case **Parish/School and The Catholic Diocese of Davenport** must be included as "**additional insureds.**" A copy of the Certificate of Liquor Liability Insurance and proof of the liquor license must be submitted prior to the event and is subject to approval of the pastor.

If you will not charge for liquor in any form, or advertise it will be served, proof of Liability insurance is sufficient.

***Note:** Liquor Liability Insurance is needed if you are "in the business of selling or serving alcoholic beverages". You are considered to be "in the business" if you advertise that alcohol will be served, or if there is any exchange of money. Donations are considered to be an exchange of money.

Hold Harmless/Indemnity

To the extent of your negligence and as further consideration, you agree to protect, defend, indemnify, and otherwise hold harmless the *Parish/School and The Catholic Diocese of Davenport* including its departments, agencies, and commissions as well as its officers, agents, servants, employees, and volunteers from and against any and all claims, demands, liability, causes of action and expenses arising out of injury or death to any person or damage, loss or destruction of property which may occur or in any way arises out of any act or omission of you, your subcontractors, servants, agents, guests or employees.

Smoking

Smoking is strictly forbidden anywhere on the premises.

Decorations

All renters are responsible for their own supplies-paper goods, coffee, dish cloths, dish soap, towels, etc. No nails, tacks, pins, tape, etc. are permitted on any wall or ceiling. If candles are used, great precaution is to be taken to make sure they are well secured in candleholders and carefully supervised while burning.

Supervision

Renters are responsible for supervising all guests (especially children) and any other persons attending the event for which the facilities are being used. No running inside the building is permitted. There will be no access to the church, gathering space or rooms outside the parish hall, kitchen and restrooms. All state, federal and local laws are to be followed by the renter and guests on *all* church property.

Weapons

No weapons are allowed on the premises.

Pets

No pets are allowed on the premises with the exception of service dogs.

Tables & Chairs

Setting up and taking down necessary tables and chairs is the responsibility of the user. Everything must be put back as it was prior to renter's set up (see layout attached and posted on kitchen bulletin board). Failure to comply will result in the loss of the rental deposit.

Cancellation Policy

Reservations may be cancelled until 60 days before the reserved date for full refund of rental fee. Reservations cancelled between 30 and 60 days before scheduled event will receive a 50% return of rental fee. There will be no refunds for cancellations less than 30 days before the reserved date.

I hereby acknowledge receipt of and agree to all of the terms of this Rental Agreement, including the above Hold Harmless/Indemnity Provisions:

By: _____
(Signature of Renter and title if applicable)

Date: _____

Approved by: _____

Please keep a copy for your records and to refer to for the day of the event. Return two signed and dated copies to the parish office with all of the aforementioned documentation required for your event.

___ Proof of Insurance (Cert or copy of DecPage)

___ Proof of Liquor Liability Insurance (if necessary)

___ Parish/School and Diocese Additional Insured

___ Proof of Caterer's coverage and Additional Insured