

St. Andrew's Parish
Rental Application for Use of Parish Center
For Private parties or gatherings

Date of Event: _____ Time Requested: _____ to _____

For what purpose _____

Name, address & phone # of Person (USER) requesting to use the Parish Center: _____

Rental Fee: See page 2

By applying for use of the Parish Center, you (USER) agree to follow the rules contained herein as follows:

1. User agrees to **Hold Harmless** the **St. Andrew's Parish** and the **Diocese of Ogdensburg** for any bodily injury or property damage that may result from use of the facility.
2. User will at its own expense procure and maintain **Comprehensive General Liability Insurance** for personal injury and property damage with a combined single limit of at least \$1,000,000 per occurrence. A Certificate of Insurance (proof of insurance) must state: **St. Andrew's Parish** and the **Diocese of Ogdensburg** shall be named Additional Insured on a Primary basis. This can be obtained with a SPECIAL EVENTS INS. policy if the Users Homeowners insurance will not extend coverage for it.
3. In the case of children's parties, User agrees to provide adequate adult supervision.
4. It is fully understood that the facility shall be maintained in its present condition and returned to that condition at the end of applicants use. Any excessive damage to equipment or facility will be the Users responsibility.
5. Parish personnel will arrange for opening, closing the facility and setting up tables as needed.
6. After the application is approved by the Parish Office, a Security Deposit of \$75 made payable to the above Parish, will be required. Rental payment will be due prior to day of rental. If the Parish Center is returned in a cleaned and undamaged condition the deposit will be refunded. If not, the deposit will be forfeited.
7. All activities are to take place inside the building and not on the sidewalks or lawn of the property. NO SMOKING is allowed on parish property.

The Parish retains the right to cancel any reserved event if necessary or proper to do so, if it is in the best interest of the Parish. The use of the premises shall not be contrary to the teachings of the Church. The Parish will not reserve the Parish Center at times when weekend Masses are scheduled due to inadequate parking. Terms of this agreement may be amended at the discretion of the Pastor.

Signed: _____ (applicant) Date: _____

For Parish Use Only: Reservation confirmed & approved by: _____ Date: _____

Additional Terms noted: _____

Rental Fee Schedule

1-25 people	26-40 people	41-75 people	76-100 people
1 hour..... \$25	1 hour.....\$35	1 hour.....\$50	1 hour.....\$85
2 hours.....\$15 additional	2 hours.....\$25 additional	2 hours.....\$45 additional	2 hours....\$65 additional
3 hours.....\$15 additional	3 hours.....\$15 additional	3 hours.....\$25 additional	3 hours....\$50 additional
Total 3 hrs \$55	Total 3 hrs \$75	Total 3hrs \$120	Total 3 hrs \$200

Rules of Using the Parish Center

1. Trash to be bagged up and left in the kitchen
2. Shut off all lights
3. Windows and doors are to be closed securely and locked