Application for Use of Parish Center For Public Groups and Not for Profit Organizations

Which Parish Center are you requesting to use?		onception Church, Brownville s Church, Sackets Harbor
Date of Event:	_ Time Requested:	to
For what purpose		
Name of Person or Group Requesting Use:		
Name & address of contact person:		
Phone number, email of contact person:		_Approximate # attending:
By applying for use of the Parish Center, you (USER) agree to follow t	the rules contained herein as follows:
Andrew's Parish and the Diocese of C from use of the facility. In the case of 2. User will at its own expense procure are injury and property damage with a composition of Insurance (proof of insurance) must Insureds on a Primary basis. IE: 1. Rown Ogdensburg. Or 2. St. Andrews Parish 3. It is fully understood that the facility shat the end of applicants use. Any excess 4. Parish personnel will arrange for openi 5. A Security Deposit of \$75 made payable approved by the Parish Office). If the deposit will be refunded. If not, the de 6. Groups other than Not-for Profit organ expenses. 7. All activities are to take place inside the SMOKING is allowed on parish proper	Ogdensburg for any bod children present, User as and maintain Comprehent bined single limit of at least the name of the Paraman Catholic Communit & the Diocese of Ogdent hall be maintained in its sive damage to equipme ing, closing the facility a pole to the above Parish is Parish Center is vacated eposit will be forfeited. Suizations will be asked to the building and not on the carty.	present condition and returned to that condition ent or facility will be the Users accountability. In a setting up tables as needed. It is required, (after this application has been in a cleaned and undamaged condition the
Parish. The use of the premises shall not be co Parish Center at times when weekend Masses a be amended at the discretion of the Pastor.	ontrary to the teachings o	f the Church. The Parish will not reserve the
Signed: ************************************	<u>(applicant)</u> *********	Date:
For Parish Use Only:		
Reservation confirmed and approved by:		Date:
Additional Terms noted:		

11/16/23

Rules of Using the Parish Center

- 1. Trash is to be bagged up and left in the kitchen.
- 2. Turn heat down to 62 degrees.
- 3. Shut all lights off.
- 4. Windows and doors are to be closed securely and locked.