**Saint Ann Parish Center Rental Agreement**

Janesville, Minnesota

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (User) is requesting to use the Parish Center on Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected time of use:** From: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: Time \_\_\_\_\_\_\_\_\_\_\_\_\_

(Include expected set-up time and take-down time)

**Day before setup:** Yes/No

**Estimated number of participants** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Maximum # of people 285)

\_\_\_This is a one-time event.

\_\_\_This is a recurring event, every \_\_\_\_\_\_\_\_\_\_\_\_\_\_for \_\_\_\_\_\_\_\_\_\_\_\_\_number of weeks

We request to use (Check all that apply)

\_\_\_Kitchen\* \_\_\_Tables and Chairs \_\_\_ Other areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Use of kitchen requires a walkthrough with one of our kitchen coordinators.

Every event incurs a $25.00 maintenance fee, payable through the church office.

**Facilities Guidelines Agreement**

**Smoking not permitted**

**Indemnity Agreement:** The above-named User agrees to defend, protect, indemnify and hold harmless Saint Ann Catholic Church (understood to include the Diocese of Winona-Rochester) against and from all claims arising from the negligence or fault of the above-named User or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified facility usage.

**Certificate of General Liability Insurance** – Needed if organization is for profit

It must be provided at time of payment. User agrees to provide a certificate of insurance to Saint Ann Catholic Church, which provides evidence of general liability coverage of not less than one million dollars ($1,000,000) per occurrence. User also agrees to have “Saint Ann Catholic Church, and its agents, servants and employees” named as an additional insured on its general liability policy for the dates of facility usage in relationship to the type of facility usage for claims which arise out of User’s operations or are brought against Saint Ann Catholic Church by User’s employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. User agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against Saint Ann Catholic Church.

**Liability Liquor**: In the event that alcoholic beverages are sold a liquor license is required and user must provide proof of liquor liability insurance of at least $1 million per occurrence. The evidence of insurance must name “Saint Ann Catholic Church, and its agents, servants and employees” as additional insureds with respect to any liability arising out of the use of Saint Ann facilities. A certificate of insurance thereof must be received in the church office at least thirty (30) days prior to the date of use. If the liquor is provided by a contracted vendor, evidence of insurance must be provided by the vendor, and must name Saint Ann Catholic Church as additional insured.

**Fees: Non-members and for profit groups:**

Participants Deposit Rental Fee

1 – 20 $250.00 $100.00

20 – 100 $250.00 $200.00

100 -- 200 $250.00 $500.00

200 – 285 $500.00 $750.00

Day before Set-up $60.00

Damage deposit. The deposit will be returned to the user after a final walkthrough of the facility.

Maintenance Fee: $25.00

Provide church with fees, damage deposit, maintenance fee, and proof of insurance at least one (1) week prior to event. Please provide cash or check.

**Members & Non-Profit groups: Free will donation**

Saint Ann Catholic Church is not responsible for any accidents on the church property. The church is not responsible for any theft, vandalism, or loss of anyone’s property left on the church property.

At all times, the church staff reserve the right to ask persons/groups to leave the premises. Grounds for such a request would be inappropriate use of space, actions, or language, damage of property, not having an application for use of facility on file, or a scheduling conflict where any group is not on the Master Calendar.

We the undersigned, agree to abide by the rules and values of Saint Ann Catholic Church as we use the facilities.

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second responsible person name and phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office use only

Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved on date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 08/2023