

ST. PETER CATHOLIC CHURCH

614 N. Defiance St.
Archbold, OH 43502

Enclosed is a copy of the guidelines set by Parish Council for the use of the Activity Center. Also enclosed is a contract.

A certificate of event insurance is needed before the event may be held. Most home owners issue these. If not, the Diocese also offers one day event insurance for \$150.00. Please contact me for this information.

Please note that the requirements from the Diocese have changed. Note on paragraph #5 on the license agreement that a certificate of insurance for liability must be for \$1,000,000 and sent (please make a copy for the church) to Diocese of Toledo, c/o Joe Spenthoff, 1933 Spielbusch Ave., Toledo, OH 43604-5360.

Please return copy and signed contract along with two checks (one for \$50.00 for use of hall and one for \$100.00 for deposit which will be returned following event) two weeks prior to rental date.

Note on contract paragraph #4 is not applicable since guidelines prohibit alcohol. Alcohol is never permitted anywhere on church grounds.

The hall is being reserved for the date you requested. If you choose not to use the hall please let me know so the date may be opened up.

If you have any questions please feel free to call.

Thank you!

Kim Garrow

St. Peter Church

St. Peter Church, Archbold
Private Use of Activity Center

The hall is available to St. Peter Church members only. Member must be present and is accountable for the use of the hall.

If the area needs to be divided, the request must be made at the time the hall is reserved. Folding walls can only be moved by authorized people.

Proof of event insurance in a minimum of \$1,000,000 is required before the function can be held. There is a \$50.00 non refundable fee.

A \$100 deposit will be required at the time the hall is reserved and will be returned upon a satisfactory inspection of the hall when the function is over. Please submit two checks; one for \$50.00 and one for \$100.00 (which may be returned). Member will be held responsible for any damages beyond the \$100.00. We reserve the right to keep the \$100.00 deposit if guidelines are not followed.

No smoking inside church buildings. No alcohol allowed on church property.

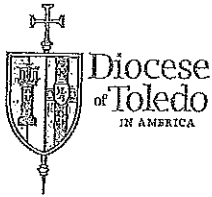
Use tape on tables only. No wall decorations. Nothing is to be attached to folding walls. No confetti or glitter in any form is allowed in the church or hall.

PLEASE USE CHAIR AND TABLE RACKS. DO NOT LEAN THEM AGAINST THE WALL.

No red drink or Jello is permitted.

CLEAN UP:

- Kitchen:** Sweep floor. Mop if necessary.
Clean counter tops, microwave, stoves and ovens.
Wash and put away all utensils and dishes.
Empty any and all trash. Take to dumpster. Place new bag in trash can.
Wash and return immediately soiled towels.
Make sure lights are turned off and kitchen door to outside is locked.
- Hall:** Sweep carpet.
Wipe tables and chairs.
Return all tables and chairs back the way you found them.
If you put up more tables and chairs take those down and put them away.
Make sure lights are turned off.
- Restrooms:** Empty any and all trash. Take to dumpster. Place new bags in trash cans.
Make sure toilets are flushed. Be sure toilets are not running when you leave.
If they continue to run there is a lever (which is marked) in the maintenance room that should be turned off for a minute and then turned back on.
Make sure lights are off in restrooms.
- Grounds:** Check for litter.



LICENSE AGREEMENT FOR PARISH PROPERTY

(No Liquor/Beer/Wine sales)

THIS LICENSE AGREEMENT is made and entered into this _____ day of _____, 20____ between _____ (hereinafter referred to as "Licensee")

and (Name of Parish) _____ ("Parish")

Licensee and Parish agree to the following terms:

1. **Premises and Time.** Licensee will have use of the space described as ("Premises"),
(Short Description of Space) _____

Between the times of _____ a.m. p.m. until _____ a.m. p.m. on the day of _____, 20____

2. **Purpose.** Licensee will use the space for the purpose of _____, and for no other purpose without the written consent of the Parish. Licensee acknowledges that Licensee has inspected the Premises and has found it to be suitable for Licensee's intended purpose in "as is" condition.

3. **Payments.** Licensee shall pay to the Parish for the use of the Premises \$ _____, in advance. Licensee shall pay to the Parish a security deposit of \$ _____, which shall be returned to the Licensee upon Licensee's full performance of this License Agreement, or shall be forfeited to the Parish to cover any unsatisfied obligation of Licensee under this License Agreement.

4. **Alcoholic Beverages and Permit.** Licensee is not intending to sell beer, wine, spirits or other alcoholic beverages at the Premises. For the purpose of this agreement, none of the following activities will occur under this license agreement: no cash bar; no donations to cover the cost of beer, wine, spirits or other alcoholic beverages; no inclusion of an admission fee and/or ticket to offset the cost of beer, wine, spirits or other alcoholic beverages.

5. **Insurance and Indemnity.** Licensee shall, at least ten (10) days prior to using the Premises, provide a Certificate of Insurance to the Diocese of Toledo (c/o Joe Spenthoff, 1933 Spielbusch Ave., Toledo, OH, 43604-5360), reflecting the following: the insurance policy must be a personal liability or commercial general liability policy, shall provide a minimum limit of \$1,000,000 combined single limit and must be from an insurance company licensed to conduct business in the State of Ohio. Licensee shall not be authorized to use the Premises until Licensee provides the required Certificate of Insurance. (If Licensee is not able to provide the certificate of insurance as outline above, then special event insurance may be available from the Protected Self-Insurance Program for a charge of \$150.00 per event. Please contact Joe Spenthoff at 419-826-5300.)

Licensee Initials: _____

Revised 9/2012

Further, Licensee agrees to indemnify and hold harmless the Parish and the Diocese of Toledo from and against any and all claims, damages or liabilities resulting from or caused by Licensee's use of the Premises or Licensee's failure to comply with this License Agreement.

6. **Use Restrictions.** Licensee shall comply with all applicable laws, ordinances and regulations, and shall obtain and pay for any and all permits required for Licensee's activities at the Premises. Licensee shall not conduct any gambling activities or bring any equipment or flammable materials onto the Premises without the prior written consent of the Parish. Licensee shall not use the Premises for any purpose determined by the Parish to be improper, immoral, unsafe or objectionable under the standards, policies and guidelines and adopted by or applicable to the Parish. Any property of any kind brought upon the Premises by Licensee or its invitees shall be at the sole risk of Licensee and shall be promptly removed from the Premises upon completion of Licensee's use. Licensee acknowledges and agrees that the Parish shall not be responsible for providing security of supervisory personnel or services for Licensee's event.

7. **Damage and Cleaning.** Licensee shall reimburse the Parish upon demand for the cost of any damage to the Premises caused by Licensee or Licensee's invitees, and the cost of any required cleaning that Licensee does not properly complete. Licensee shall be responsible for the following cleaning of the Premises after Licensee's use (check appropriate box/item): trash/decoration removal
 floor sweeping/mopping appliances table/chair take-down other _____

Without limiting the foregoing, the Parish shall be entitled to retain Licensee's security deposit and apply it toward any cleaning or damage costs that Licensee fails to pay upon demand.

8. **Additional Terms.**

PARISH: _____

LICENSEE: _____

(Print Name)

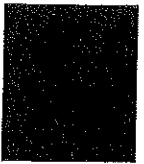
BY: _____

(Sign Name)

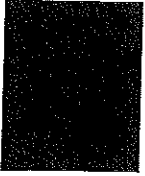
Title/Capacity: _____

Address: _____

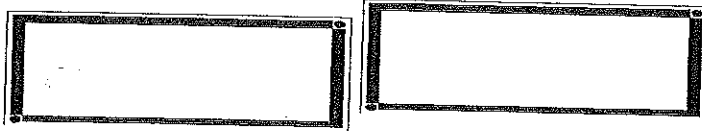
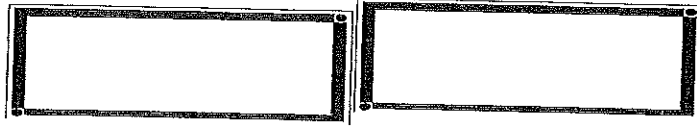
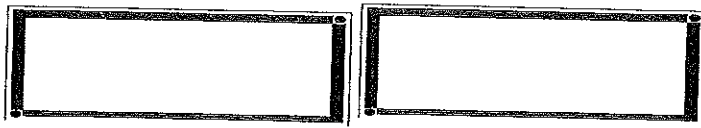
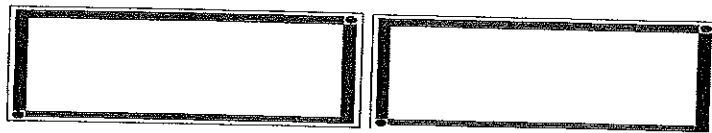
Phone: _____



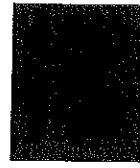
Folding
Wall



Folding
Wall



Folding
Wall



Folding
Wall

After an event in the Activity Center the tables and chairs should be returned to this position. The tables need to be set so that the walls can be pulled out if necessary. Each table should have six chairs, three on each side. Please take down extra tables and chairs and put them in the storage racks. Please use the racks. Do not move walls unless you have been trained. Thank you!

