



THE MARION CATHOLIC COMMUNITY

To whom it may concern,

The Archdiocese of Cincinnati requires that anyone who uses any of the basements or facilities in the cluster have a Certificate of Insurance in the amount of \$1,000,000.00 from individuals or organizations who wish to utilize parish facilities for events that are not sponsored by the parish. You may obtain the Certificate of Insurance from your local insurance agency at no cost to you. When individuals or organizations are not able to obtain these certificates from sponsoring organizations or through their homeowners or umbrella liability policies, the Special Events Insurance option is available. The cost for this is \$125.00 per event.

Please submit this copy of Certificate of Insurance to Carla Hartings, 7915 Huwer Rd, Maria Stein, OH 45860 approximately two to three weeks prior to the usage of the basement. For questions, please call Carla 419-733-4090.

If you have any questions, please contact the parish office regarding this.

Thank you very much for your cooperation and understanding.

Sincerely in Christ,

Rev. Kenneth Schnipke, C.P.P.S.

**Saint Rose Church Basement Facility Usage Agreement for
Parishioners/Cluster and Non-Profit Organizations**

Prior to using the basement, The Saint Rose Catholic Church request a reimbursement fee from the person/persons responsible for the party or gathering (and signed below) in the amount of **\$100.00** to cover parish costs such as electric, heating, air-conditioning, tables, chairs, kitchen appliances, wear and tear of facility and property, supplies and other items not mentioned here. Use of the Saint Rose Catholic Church Basement is strictly prohibited until the reimbursement fee and this **“Saint Rose Catholic Church Basement Usage Fee”** form has been signed.

The Facility Use Agreement is entered into on _____, 20_____
(Church) and _____ (Licensee), with respect to Licensee's proposed use of space at the Church on _____, 20_____. Church and Licensee agree with the following rules, regulations and provisions:

1. The Church's designee shall approve scheduling of basement facilities.
2. Funerals will take precedence over a rental agreement.
3. All events must be terminated by 1:00 am. **If an event will have minors present who are not accompanied by a parent or guardian, Licensee will be fully responsible.** Children are the responsibility of their parents. Children are prohibited from playing in closets, restrooms, stairways, or in the upstairs (main floor) of the church. Any damage caused will be the responsibility of the person/persons signing below.
4. Absolutely NO decoration or signs are to be attached or affixed in any way to any walls or doors. Do NOT write on the white boards in the basement. They are reserved for CCD classes only.
5. The partitions need to remain open. Please do not close the partitions to divide the area in the basement. The partitions are to be treated gently, and we ask for your cooperation on this.
6. All decorations, flowers, liquor, or food items must be removed at the conclusion of the event.
7. There is to be NO SMOKING inside the building. Outside the building, all cigarette/cigar butts should be properly disposed of as they pose a fire hazard if blown or thrown in the mulch.
8. No property of Saint Rose Church is permitted to be removed from premises. This includes chairs, tables, kitchen appliances, or any other items not listed here.
9. It is Licensee's responsibility to comply with all applicable laws, ordinances and regulations in the use of the facility. Licensee is responsible for the conduct of all individuals attending Licensee's event, including, but not limited to, all caterers. Therefore, it is also Licensee's responsibility that Licensee's guests and the caterer for the event also comply with all applicable laws, ordinances and regulations.
10. **Any abuse of, damage to, or loss of Church property, whether real or personal, shall be the responsibility of Licensee. Licensee agrees to reimburse the Church, upon demand, such sum as will be necessary to restore the damaged property to its original condition.**

- _____ 10. New garbage bags must be installed in wastebaskets (garbage bags and liners are located in the kitchen).
- _____ 11. All restroom toilets must be flushed before leaving.
- _____ 12. Turn off all lights, (including the schoolhouse), and turn the basement thermostats back to the indicated temperature before leaving.

It is very important to return the basement to the condition you found it.

The person who signs this usage agreement will be responsible for all costs associated with property damage or for failure to perform the ***“Tasks that need to be completed after a party or gathering”*** listed above.

The Archdiocese of Cincinnati, the Archbishop, and the Saint Rose Catholic Church parish will not be responsible for any costs, damages, accidents, losses and expenses, including judgments and attorney fees, for personal injury or property damage which may occur at the party or gathering. The person responsible will be the individual who has signed this agreement.

Cut on dotted line and return bottom portion with usage fee to

**Carla Hartings
7915 Huwer Rd.
Maria Stein, OH 45860**

I/We have read and agree to the above regulations.

Name _____
(Name of person/persons responsible for party or gathering)

Address: _____

Phone: _____

E-Mail Address: _____

Date of party or gathering: _____

Name of parish you are a registered member of: _____