



ST. JOHN NEUMANN
Catholic Church

RENTAL FEES FOR ALL ST. JOHN NEUMANN FACILITIES

Fees will be paid directly by the renter to the Church, pursuant to Rental Agreement between renter and Church. All fees are placed in a Facility Maintenance Fund for the Parish to use to help it properly maintain its facilities. **50% OF RENTAL FEE DUE AT TIME OF SIGNING.** Fees shall be as follows:

<u>Entire FFC -Wedding Receptions & Other Events up to 250 People</u>	\$900.00
<u>2 Rooms of the FFC Rates for Events up 150 People</u>	\$600.00
<u>1 Room of the FFC Rates for Events Less Than 75 People</u>	\$300.00
<u>Pavilion</u>	\$200.00
<u>Parish Office Rooms 4 & 5 for Events Less Than 50 People</u>	\$150.00

Other Fees

Diocesan Required Special Event Insurance DUE AT TIME OF SIGNING	\$95.00
Diocesan Required Liquor Liability Coverage Fee for cash bars	\$75.00
Certificate of Insurance to St. John Neumann Parish can be accepted. See rental agreement.	
Security Deposit (returned after event, if no damage) (FFC ONLY) DUE 1 MONTH PRIOR	\$250.00
Special Duty Police Officer Fee (100+ people and serving alcohol) DUE 1 MONTH PRIOR	\$300.00

TOTAL COST	\$ _____
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One has to be an active, participating, registered, and contributing member of St. John Neumann Church. **Reservations not to exceed 8 hours (Including set-up and clean-up).** Parishioner's personal use of the FFC and Parish Offices shall mean – use by the parishioner or a member of the parishioner's immediate family for a sacrament-related event, such as an anniversary or baptism party, etc. but shall not include use by any commercial or profit-making activity or use for any organization of which the parishioner is a member. Renters are required to use the official St. John Neumann caterer.

OFFICE USE ONLY:	Date Paid: _____	Check #: _____	Amount Paid: _____
DEPOSIT TO BE RETURNED AFTER EVENT (IF NO DAMAGE or EXTRA Cleaning Is Required) AMOUNT & DATE RETURNED: \$250.00 _____			
Insurance Page _____	Liab. Insurance Fee of \$95.00	Due: ____/____/____	Received: ____/____/____
Hall Rental Fee (Balance) of \$ _____		Due: ____/____/____	Received: ____/____/____



ST. JOHN NEUMANN
Catholic Church

St. John Neumann-Faith & Family Center, Parish Office Rooms 4 & 5 & the Pavilion
Rental Agreement

Thank you for your application to use the Faith & Family Center, Parish Office Rooms 4 & 5, or Pavilion. The fee for your event is \$_____. A payment of 50% of the fee (due at signing) confirms your reservation for the room rental for your event on the date set forth on the Rental Application attached hereto, subject to the terms of this agreement. 1 month prior to the event, the remaining balance of the rental, as well as the payment for the Special Duty Police Officer (if applicable) is due. A separate payment of \$250.00 (Security Deposit) is due 1 month prior to the event as well. Check will not be cashed unless there are damages or extra cleaning is needed.

You (Facility User) have the right to a full refund of the fee set forth above if you should cancel the above reservation three or more months prior to the date of the event. If cancellation takes place less than three months prior to the date of the event, a portion of the fee shall be forfeited using the following schedule: 2 months prior, 75% of full rental; 1 month prior, 25% of full rental returned; less than 1 month, no refund.

St. John Neumann Parish reserves the right to cancel any reservation at any time if it determines that the information contained in the attached Rental Application is inaccurate or if it determines that the proposed event is any way contrary to the teachings of the Catholic Church. If this should occur, the fee will be refunded in full.

The Catholic Diocese of Columbus, Ohio requires that any person or organization renting a facility owned by the Diocese carry adequate personal liability insurance to protect the Diocese against losses. Coverage is available through the Diocese for a fee of \$95.00. If the Facility User chooses to NOT obtain the coverage through the Diocese, then a current Certificate of Insurance showing coverage of at least \$1,000,000 and completion of the Facility Usage/Indemnity Agreement is required. Please select one of the two options below.

I will purchase Liability Insurance through The Catholic Mutual Group. The application for coverage and a check in the amount of \$95.00 (Payable to St. John Neumann Parish) is attached.

I agree to provide a current Certificate of Insurance to St. John Neumann Parish, which provides evidence of general liability coverage of not less than \$1,000,000 per occurrence. Facility User also agrees to have 'St. John Neumann Parish and the Roman Catholic Diocese of Columbus' named as an "Additional Insured" on its liability policy for the date(s) of event in relationship to the type of facility usage for claims which arise out of Facility User's operations or are brought against St. John Neumann Parish by Facility Users' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members of associates. Facility User also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against St. John Neumann Parish. Certificate of Insurance must be attached if this option is chosen.

St. John Neumann Parish reserves the right to not rent to any person, entity or group and for any activity which it finds unacceptable.

PLEASE READ AND SIGN THE ATTACHED REGULATIONS FOR USE OF THE FACILITY. Your reservation is not complete until a signed copy of this Rental Agreement, Regulations for Use, Hold Harmless and Indemnity Agreements, and the Rental Application are returned to the Parish Office with the rental fees as provided above.

Applicant Name

Date

Applicant Signature

Date & Time of Event



REGULATIONS FOR USE OF THE FAITH AND FAMILY CENTER / PARISH OFFICE ROOMS 4 & 5

PLEASE INITIAL, DATE, AND SIGN

- At this time the Faith and Family Center is available for Parishioner's or a member of the Parishioner's immediate family (parents, children, or siblings) only, for sacramental events such as wedding receptions, anniversary parties, baptism receptions, etc. The facility is not to be used for commercial, profit making, or non-profit and sports banquets.
- St. John Neumann reserves the right not to rent the facilities to any person, entity or group for any reason and for any activity, which it finds to be unacceptable. All events held in the Faith and Family Center must be consistent with the teachings of the Catholic Church and must have the Pastor's approval.
- In order to reserve the facility, all signed forms and required fees must be received. Scheduling of the Faith and Family Center shall be approved by the Parish Office.
- A St. John Neumann Parish monitor will be available during the event and is fully empowered to enforce any of these regulations at any time during the event hours, and to guide the set-up and clean-up procedures of these regulations.
- For events of 100+ people and serving alcohol, a Special Duty Officer will be present at your cost.
- The serving of alcoholic beverages to minors is strictly **prohibited**. The renter family or group furthermore assumes all responsibility and liability for any claims whatsoever which may arise out of the use and dispensing of alcohol at the facility, and also agrees to hold St. John Neumann Church and the Diocese of Columbus harmless from any liabilities. Alcoholic beverages are to be consumed in the Faith and Family Center only (not at any entrance or in the parking lot).
- Operation of a cash bar requires a liquor permit. Contact the Ohio Department of Liquor Control at least two (2) months prior to the event and provide the parish office with a copy of the license at least two (2) weeks prior to the event. There is a \$75.00 fee for liquor liability coverage.
- An event may not exceed time booked. All events must vacate the building no later than 11:00pm and alcohol distribution must end 30 minutes prior.
- Events with music must arrange for music to stop by 10:00 p.m. If there is a Band and/or D.J. performing at the event, all precautions **MUST** be taken to avoid possible damage to our floors, walls and doors.
- All flowers, plants, decorations, etc. must have protective bases or waterproof liners to prevent damage to flooring and tables.
- Facilities must be cleaned immediately following the event, following the check list.
- All decorations, flowers, liquor and food items must be removed from the building at the conclusion of the event. St. John Neumann will not be held responsible for any items remaining on the premises.
- Tables and chairs will be set up and/or removed per your specifications within our abilities. Please return all tables and chairs to their original places.
- Any rented event that requires catering must use a caterer from St. John Neumann. Alcohol must be coordinated through the St. John Neumann caterer. Outside alcohol is **PROHIBITED**.
- The use of the Kitchen is prohibited. Only the St. John Neumann caterer has permission to access it.
- Absolutely no throwing of rice, glitter, confetti, or birdseed inside or outside St. John Neumann property. Bubbles can be used **outside** of the building only!
- Use of the Nursery and elevator are not to be used during the event. Children attending the event must be supervised by adults at all times during the event.

Initial _____ Date _____



- Under no circumstances may church equipment or property be removed from the building. The propping open of any outside doors is strictly forbidden.
- The family or group using The Faith and Family Center recognizes that other events may occur at the same time and shall be respectful of others on campus. Signs will be posted on the north Faith and Family Center doors during the event.
- No animals of any kind (other than service animals) shall be permitted in The Faith and Family Center.
- The Faith and Family Center and all adjoining facilities (including restrooms) are non-smoking. Anyone found smoking, having or using illegal substances, or in possession of firearms and/or other weapons, will be escorted out of the building and off the premises. If this occurs, there will be no refund of rental payment, and all other activities of the family or group will be cancelled. Individuals may be subject to criminal prosecution. Smoking is permitted outside on the north side of the hall. All ashes and trash are to be discarded in the available trash/ash cans that are available. Law enforcement may be present.
- ANY ABUSE, DAMAGE TO, OR LOSS OF CHURCH PROPERTY SHALL BE THE RESPONSIBILITY OF THE FAMILY OR GROUP RESERVING AND/OR USING THE FACILITY. ANY INCURRED COSTS SHALL BE PAID FROM THE SECURITY DEPOSIT. IF THE DAMAGE EXCEEDS THE SECURITY DEPOSIT, THE FAMILY OR GROUP RENTING THE HALL SHALL BE HELD RESPONSIBLE FOR SUCH DAMAGE. You as the Applicant or Renting Party, along with the Facility Monitor, must perform a walk-through after your event to assess the property, including but not limited to, floors swept, trash removed inside and on the grounds, inspection of bathrooms to assure no toilets overflowed or running water, table and chairs returned to their default positions, and cooler has been emptied and cleaned out. This walk through is to assess the condition of the property and any damage. St. John Neumann is not responsible for any lost or stolen items.
- The family or group reserving and/or using the facility promises to indemnify and hold St. John Neumann Church and the Diocese of Columbus harmless from any costs, damages or liability which may arise in any way from the use of the Faith and Family Center by the renter family and/or their group. The family and/or group agree that if any portion of the building becomes damaged during such event, such family and/or group will pay St. John Neumann Church upon demand (if it exceeds the security deposit of \$250.00) the amount necessary to completely restore the building to its original condition. The family or group reserving and/or using the facility hereby assumes full responsibility for the character, acts and conduct of all persons at the event.
- If the St. John Neumann Church maintenance group has to do any cleaning after your event, the cost for cleaning will be deducted from the Security Deposit.

I HAVE READ AND AGREE TO THE ABOVE REGULATIONS

Date: _____ **Applicant:** _____

Initial _____ **Date** _____



ST. JOHN NEUMANN
Catholic Church

RENTAL APPLICATION FOR USE OF THE ST. JOHN NEUMANN-

FAITH & FAMILY CENTER, PARISH OFFICE ROOMS 4 & 5, and/or PAVILION

1. Name (Facility User): _____
2. Contact Person: _____
3. Address: _____
4. Home Telephone: _____ Cell Telephone: _____
5. Email Address: _____
6. Date of Event: _____
7. Time of Event: (start time) _____ (end time) _____
set-up time: _____ (clean-up time) _____
8. Type of event: _____
9. Number of Guests Expected: _____
10. Will food be served? _____ If so, what type? (dinner, snacks, dessert) _____
11. Will you be using a St. John Newmann caterer? _____
12. Will alcohol be served? _____ If so, will it be a cash bar? _____
13. Liquor License Obtained (if applicable) _____
14. Will there be entertainment? _____ Type of entertainment _____

***Entertainment must end by 10:00pm.*

OFFICE USE ONLY:

Date Application Received: _____ Rental Amount: _____

Application Approved: _____ Application Denied: _____

Parish Office Manager Signature: _____



ST. JOHN NEUMANN PARISH-FAITH AND FAMILY CENTER, PARISH OFFICES 4 & 5
HOLD HARMLESS AGREEMENT

_____ (“Facility User”) hereby agrees to release, indemnify and hold harmless St. John Neumann, Bishop of the Roman Catholic Diocese of Columbus, and the Catholic Diocese of Columbus, their affiliates, parents, employees, consultants, directors, officers, successors, insurers and assigns from any and all claims demands, actions, liability, damages, attorney fees, judgments, or losses, including without limitation any claims for personal injury or death, made against them regardless of fault as a result of or arising out of use of the St. John Neumann located at 9633 E State Route 37, Sunbury, OH 43074 on _____(date).

Facility User further acknowledges that St. John Neumann, Bishop of the Roman Catholic Diocese of Columbus, and the Catholic Diocese of Columbus are not responsible for supervising any of the activities that Renter conducts on the premises.

Facility User further accepts the Premises “as is” and will assume any and all risks associated with use of the Premises.

Facility User further agrees to name St. John Neumann, Bishop of the Roman Catholic Diocese of Columbus, and the Catholic Diocese of Columbus as additional insurers on its commercial general liability and excess/ umbrella liabilities.

FACILITIES SACRED RELIGIOUS PLACE POLICY

The purpose of our facilities is to celebrate the good news of Jesus Christ and to serve the needs of our Catholic community. Our facilities are a sacred religious place. At all times, we are to respect the principles of our faith in the manner in which we use our facilities.

In order to maintain the sacred nature of our facilities, they may never be used in a manner that contradicts the tenets and principles of the Roman Catholic Church. These prohibited uses include, but are not limited to:

1. Events that celebrate actions and rituals that are contrary to the teachings of the Roman Catholic Church,
2. Events that support behavior that is contrary to the teachings of the Roman Catholic Church,
3. Events that promote conduct, products and activities that are contrary to the tenets and principles of the Roman Catholic Church,
4. Conduct that is not in keeping with civil laws and regulations, and
5. Conduct that offends Roman Catholic Church teachings regarding the sanctity of human life.

The primary purpose of this sacred religious place is for use by Roman Catholic Church entities and organizations. However, in the spirit of service to our community and in spreading the good news of Jesus Christ, we will consider a limited pre-approved use of our facilities by entities and organizations that are not a part of the Roman Catholic Church. These groups must agree that they will respect the sacred religious nature of our facilities and will abide by the guidelines set forth herein.

Applicant Name

Date

Applicant Signature

Date & Time of Event



ST. JOHN NEUMANN PARISH-FAITH AND FAMILY CENTER, PARISH OFFICES 4 & 5
FACILITY USE APPLICATION AND INDEMNITY AGREEMENT

LOCATION is understood to include the Diocese of Columbus

FACILITY USE APPLICANT: _____

DATE(S) OF FACILITY USAGE: _____

PURPOSE OF FACILITY USAGE: _____

FOR WEDDING RECEPTIONS, PLEASE IDENTIFY:

GROOM: _____

BRIDE: _____

Thank you for inquiring about the use of our Facilities. We also thank you for completing this short FACILITY USE APPLICATION AND INDEMNITY AGREEMENT which will allow us to evaluate your request for use of our facilities. Please read the attached FACILITIES SACRED RELIGIOUS PLACE POLICY when completing your application to ensure that your proposed usage of our facilities reflects the SACRED RELIGIOUS nature of our facilities. Please ask a LOCATION representative if you have any questions regarding your proposed facility use being consistent with our FACILITIES SACRED RELIGIOUS PLACE POLICY. In addition, please read our REGULATIONS FOR USE OF FACILITY as it outlines our policies for all who rent space in our facilities. By signing this APPLICATION you agree to adhere to our Regulations should your APPLICATION be approved.

In consideration for LOCATION agreeing to evaluate the FACILITY USE APPLICATION AND INDEMNITY AGREEMENT, FACILITY USE APPLICANT agrees to protect, defend, hold harmless and fully indemnify LOCATION for any claims or cause of action whatsoever arising out of the facility use application process whether such claim arises from the alleged negligence of the LOCATION, it's employees or agents or the negligence of any other party. FACILITY USE APPLICANT agrees to indemnify, protect, defend and hold harmless LOCATION for any cause of action whatsoever of alleged discrimination.

Should the FACILITY USE APPLICATION AND INDEMNITY AGREEMENT be approved, FACILITY USE APPLICANT promises to indemnify and save LOCATION harmless from any costs, damages or liability which may arise in any way from use of the facility by FACILITY USE APPLICANT. FACILITY USE APPLICANT agrees that if any portion of the building in which their activities occur is damaged during such activity, FACILITY USE APPLICANT will pay to LOCATION upon demand the amount necessary to completely restore the facility to its original condition. FACILITY USE APPLICANT hereby assumes full responsibility for the character, acts and conduct of all persons at the event.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Applicant Name

Date

Applicant Signature

Date & Time of Event

DIOCESE OF COLUMBUS - 0035

APPLICATION FOR SPECIAL EVENTS COVERAGE

MAKE CHECK PAYABLE TO AND MAIL THE CHECK TO THE DIOCESE OF COLUMBUS (DO NOT MAIL TO CATHOLIC MUTUAL)

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.

Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

Coverage underwritten by Markel Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$95 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution:

Street (Physical) Address (NO P.O. BOXES):

City/State: _____ ZIP Code: _____

Phone No.: _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

(Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Name: _____

Street Address: _____

City/State: _____ ZIP Code: _____

Telephone: _____

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

tdepassio@columbuscatholic.org

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS AND EXPOSURES, SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Non-religious musical performances/concerts (contact us for special exceptions)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- Claims related to an epidemic/pandemic

Date of Event: _____

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring):

Time of Event: From _____ To _____

Is this an overnight event? Yes _____ No _____

Approx. Number of Participants: _____

Is Food Being Served? Yes _____ No _____

Is Liquor Being Served? Yes _____ No _____

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.

Does this event require the additional coverage? Yes _____ No _____

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

DEFENSE COSTS FOR SEXUAL MISCONDUCT \$100,000 LIMIT

Coverage is not automatically included, however, you have the option to purchase this coverage by separate application for an additional charge. Do you want to apply for this coverage? Yes _____ No _____

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

ISSUE A PARISH CHECK PAYABLE TO: DIOCESE OF COLUMBUS SELF INSURANCE

MAIL FORM AND CHECK TO: TERESA DEPASSIO DIOCESE OF COLUMBUS 197 EAST GAY STREET COLUMBUS, OH 43215



ST. JOHN NEUMANN
Catholic Church

Kitchen Guidelines For Facility Renter

1. If food and beverages are served, absolutely no red, blue or purple liquid is permitted anywhere in the building (i.e. grape juice, grape punch or soda, red or purple sports drinks, Hawaiian Punch, etc. since these can stain carpets and divider walls).
2. The use of the kitchen is prohibited. Only the St. John Neumann caterer has permission to access it.
3. All items in refrigerators and pantries are property of St. John Neumann and are not for general use.
4. Dispose of all leftovers.
5. Sweep the floor.
6. Take all trash to the appropriate trash dumpsters (not recycle dumpster). Replace trash liners in garbage cans.
7. Church owned equipment (tables, chairs, audio visual equipment, kitchen equipment including utensils, pots, pans, punch bowls, silver ware, coffee pots, etc.) shall not be taken from the facility for any personal use.
8. Turn off all lights.
9. Make sure all exterior doors are locked before you leave.

Renter Signature: _____ Date: _____

Monitor Signature: _____ Date: _____