



ST. JOHN NEUMANN
Catholic Church

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

Thank you for your application to use the Faith & Family Center, Parish Office Classrooms 4 & 5, Pavilion. The fee for your event is \$_____. A deposit of 50% confirms your reservation for the room rental for your event on the date set forth on the Facility Request Form attached hereto, subject to the terms of this agreement. Balance is due two weeks prior to the event.

You (Facility User) have the right to a full refund of the fee set forth above if you should cancel the above reservation two or more months prior to the date of the event. If cancellation takes place less than two 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 Request Form is inaccurate or if it determines that the proposed event is in 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. (Additional fee is if alcohol is being served.) 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 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 Diocese of Columbus (together "St. John Neumann Parish") 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.

___ 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.

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 GUIDELINES FOR USE OF THE FACILITY. Your reservation is not complete until a signed copy of this rental agreement, guidelines and facility request form are returned to the Parish Office with the rental fee as provided above.

Applicant Name

Date

Applicant Signature

Date & Time of Event