

Facility Use Agreement

St. John Vianney Catholic Church

- 1. Facility Use Request Forms** - Can be obtained from the Secretary's Office. The completed form should be returned to the secretary for consideration.
- 2. Scheduling** - Upon approval the event will be recorded on the Parish Calendar when payment has been received.
- 3. Proof of Insurance** - A copy of proof of insurance, naming St. John Vianney as additional insured must be included with payment. Organizations may purchase a temporary policy from Catholic Mutual per event.
- 4. Cleanup** - Organizations using the facility are expected to leave the facility as they found it.
- 5. No Smoking** - Smoking is *NOT* permitted.
- 6. No Alcohol** - Consumption of Alcoholic beverages is *NOT* permitted except with permission.
- 7. Catholic Church Teaching** - Distribution or display of material, which includes ideas and concepts in written or verbal form not keeping with the teaching of the Catholic Church, will not be permitted on the premises.
- 8. Advertising** - Organizations using the building shall not imply in advertisements or other publications any relationship to St. John Vianney Catholic Church. The name of the church may be used only to indicate the location of the event.
- 9. Sub-Renting** - Organizations may not sub-rent church facility to another party.
- 10. Damage** - Organizations will agree to be financially responsible for damage to church property that occurs during their use of the church facility.
- 11. Approval** - All secular conferences and/or workshop events are required to submit an outline of the presentation with the title and description for approval by the Pastor. The Church reserves the right to decide who may or may not use the facility.

I have read and agree to abide by all these statements:

Print Name: _____

Name of Organization: _____

Signature: _____

Date: _____