

ALL SAINTS CATHOLIC CHURCH

FACILITY RENTAL AGREEMENT FOR NON - PARISHIONERS

Parish Office: 25743 State Route 1, Guilford, IN 47022 Phone: 812-576-4302

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ CELL _____

LOCATION OF EVENT (please check one): *St. Joseph addresses are West Harrison, IN 47060, all others are Guilford, IN 47022*

Select One	Facility	Address	Capacity	Kitchen Use	4 Hour Cost	Ea. Addtl Hour*
	St. John the Baptist Hall	25743 State Route 1	267	Yes	\$475	\$50
	St. Joseph Parish Life Center (PLC)	7494 Church Lane	365	Yes	\$400	\$100
	- PLC Gym	7494 Church Lane	300	N/A	\$160	\$40
	- PLC Conference / Kitchen	7494 Church Lane	45	Yes	\$120	\$30
	Good Shepherd Center Basement	29060 St Joe Drive	150	Yes	\$100	\$30
	St. Martin Hall	8044 Yorkridge Road	250	Yes	\$240	\$40
	St. Paul Cafeteria	9798 North Dearborn	50	No	\$120	\$30
	St. Paul Gym	9798 North Dearborn	305	Yes	\$240	\$40
	Non-Profit Rental	Any Campus		No	\$25/hr	\$25

* HOURLY RENTAL HAS A MINIMUM TIME OF 4 HOURS EXCEPT FOR GYM USE HAS A 2 HOUR MINIMUM.

Renters **MUST** also pay an additional damage deposit of \$100 (*This will also secure the requested rental date*) obtain comprehensive general liability insurance in the amount of not less than \$1,000,000. Please see page 3 for further details. Additional fees that may apply: Clean Up fee \$125 per event

EVENT DESCRIPTION _____

RENTAL DATE _____ * SETUP TIME (if applicable) _____ ACTUAL EVENT BEGIN TIME _____

* Note – 1 hour setup time allowed at no charge unless function begins before the paid start time

ENTERING THE FACILITY BEFORE THE TIME LISTED ABOVE OR STAYING LATER THAN STATED ABOVE **WILL** RESULT IN ADDITIONAL RENTAL FEES (***other groups may be in front of you or behind you – so please be courteous***)

NO RENTALS TO END PAST 1:00AM

\$ _____ rental
 \$ _____ other fees _____
 \$ _____ damage deposit (this will be returned to renter after event)

TOTAL DUE: \$ _____

PAID: _____ DATE: _____ Check/Cash: _____ PAID: _____ DATE: _____ Check/Cash: _____

Renters are responsible for all guests and their actions while they are on the premises. In the instance of excessive clean up having to be done by the parish (i.e. vomit or any bodily fluids on the premises, excessive fluids on floor, trash outside the building, etc.), the renter will be assessed a fee depending on the circumstances and this fee will be taken from their damage deposit OR if no damage deposit was collected, renter will be billed these fees.

RENTAL CONDITIONS:

1. **Payment of rental fee:** Must be 21 years of age or older to rent and the total deposit fee is due at time of signing this agreement. Facility **will not** be held until this is done. Balance is due **prior to event**.
2. Cancellation of this reservation, initiated by the renter, will result in a **20%** loss of all monies paid to date of cancellation.
3. All rentals are subject to cancellation by All Saints Parish at any time and for any reason. Best efforts will be made to provide advanced notice of cancellations and all monies paid will be refunded if the cancellation is initiated by All Saints Parish.
4. Entering the facility before the time stated or staying later than the time stated **will** result in additional rental fees that the renter will be obligated to pay. (**other groups may be in front of you or behind you – so please be courteous**)
5. The renter should arrange a time to pick up a key to the facility (if applicable) at time of signing this agreement.
 - a. For facilities with key lockboxes, a key code will be sent via text message or by email prior to the rental. This temporary code you enter will unlock the lockbox to gain access to the door key. Lockboxes are located on wall outside the door.
 - b. Temporary codes are valid for 4 hour predetermined times. The code you receive may be valid before your actual event begin time. **You should not enter the facility until your designated time period.**
 - c. Depending on your rental times, you may receive 2 codes to cover your entire rental period. Be sure to carefully read the text or email listing the times for each code.
6. The distribution of alcoholic beverages at any event is subject to the laws of the Indiana Alcoholic Beverage Commission. The renter must obtain all permits for distribution of alcoholic beverages. The rental is also responsible for liability insurance.
7. The renter must follow all rules and regulations of the Indiana Gaming Commission and is responsible for any permits for gaming.
8. Children, under the age of 18, are not allowed in the facilities or on the playground without adult supervision
9. Damage to the facility will forfeit the damage deposit in an amount equal to the amount of the damage. The renter will be responsible to reimburse the parish for all damages.
10. If clean up fee is not included in rental or if renter has not made arrangements for a clean-up team, renters will be responsible for clean up immediately following their rental. If a clean-up team is being used, **renters will be responsible for cleaning off the tables and emptying all trash into the dumpster. Renters are to take all personal items, decorations and rented items out of the building immediately following their rental.**
11. Damage or disposal of personal property left in the building after completion of event is not the responsibility of All Saints Parish.
12. Use of all facilities of All Saints Parish is subject to supervision by the owner.
13. **Please complete, sign, and leave the cleaning checklist sheet located in the kitchen at the end of the rental.**

RESTRICTIONS:

- A. Use of open flames, glitter, confetti, rice, birdseed and sand are prohibited inside or outside the buildings
- B. No nails, thumbtacks, tape, or staples can be used on the walls, floors, tables, doors, windows or bleachers.
- C. No tables from other facilities may be brought into or removed from the facilities. St. Paul Gym table and chairs are in the gym supply room
- D. **ABSOLUTELY NO SMOKING IN ANY OF THE PARISH BUILDINGS.**
- E. No pets or animals are allowed in the facilities or on All Saints Parish property.

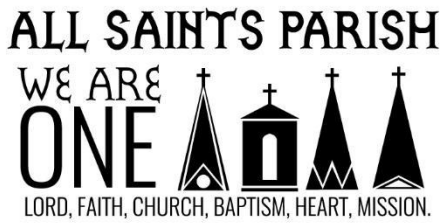
Violations of these conditions or restrictions could result in loss of part or all of the damage deposit. If damages exceed the damage deposit, then the renter will be billed the remaining balance of the damages assessment.

Rental of specific facilities is strictly for THE RENTED FACILITIES AND THEIR CONTENTS ONLY. Use of other facilities and their contents is forbidden unless they are also rented. Additional rental fees will be assessed for unauthorized use.

I have read, understand and agree to comply with all the above-mentioned conditions of this rental agreement. I agree that I shall be responsible for any damages or injury sustained to or on All Saints Parish property as a result of actions by myself, participants, guests, and/or spectators. The undersigned will indemnify, defend and hold harmless All Saints Parish and/or any person affiliated therewith from all Liability for such damage or injury.

(To electronically sign Type your Name & Date)

Signed: _____ Date: _____



Forming the saints God is calling us to be by providing faithful teaching, authentic worship, and compassionate service. Our faith and actions nourish engaged Catholics, inspire unengaged Catholics, and invite all to Christ's Church.

Parish Office • 25743 State Route 1, Guilford, IN 47022
Tel 812-576-4302 • Fax 812-576-2324 • www.allsaintscatholic.net

September 1, 2024

MEMO: Rental Insurance Requirements for All Saints Parish Facilities Rentals

The Archdiocese requires all parties renting our facilities to carry or obtain comprehensive general liability insurance in the amount of not less than \$1,000,000 and shall include the Parish Location, the Pastor of the Church, the Archdiocese of Indianapolis as additional insureds thereunder.

This coverage is required for anyone that rents a parish facility, parishioner or non-parishioner. Insurance would be required for one-time and recurring rentals. Common examples of rentals are graduation parties, birthday parties, family and class reunions, sporting events, family parties, etc.

Ministries of All Saints Parish that use facilities are not required to obtain liabilities insurance. A list of approved parish ministries can be found on the next page.

Rentals are able to purchase general liability insurance from an insurance company of your choice. Most insurance companies can extend coverage from your homeowner's policy to get the required liability coverage and if that is not an option, they will write a separate policy. We recommend starting with your homeowner's policy for the most cost-effective option. Once the policy is issued, a copy needs to be submitted to the parish office or rental coordinator. The Archdiocese of Indianapolis offers coverage through Gallagher Bassett Insurance Company and can be applied for online at <https://www.kandkinsurance.com/programs/event-insurance/catholic-diocese-tulip-insurance> or by phone 800-553-8368. Locations are listed by our historic campuses (St John, St Martin, St Paul, St Joseph), not All Saints Parish.

We anticipate the cost for a one-time event to range from \$20-\$100 if the policy is an extension of your homeowner's policy. If not, the cost is anticipated to be around \$190. If this is a recurring rental (weekly or monthly) and an extension of your homeowner's policy, we anticipate the price to be between \$500- \$1,200 a year.

Most insurance companies will not write a liability insurance policy for certain activities outlined below so these activities would not be permitted at our parish facilities.

- Any activity with firearms
- Fireworks
- Events with more than 1,000 people in attendance
- Events lasting more than 72 hours
- Inflatable devices (bouncy houses, etc.)

We realize this is a new requirement to our renters therefore we will offer a grace period for any rentals prior to October 1, 2024. Any rentals taking place October 1, 2024 and after will need to provide proof of insurance at least 7 days prior to the event.

Thank you for your cooperation and understanding.

Fr John Hollowell and Fr Jonathan Meyer
Pastors in Solidum
All Saints Parish



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Updated November 21, 2024

FAITHFUL TEACHING

Catechesis of the Good Shepherd
Vacation Bible School (VBS)
Preschool
Youth Ministry
Young Adult Ministry
Adult Faith Formation
RCIA
Lenten & Advent Programming
Corpus Christi Processions
Marian Processions
Lenten Talk Series/Lenten Mission
Kingsmen
The E6 Catholic Men's Conference
Beyond Girls Group

AUTHENTIC WORSHIP

Perpetual Adoration
Perpetual Adoration Sub
Altar Server (Grade 3-7)
Altar Boyz (Grade 8-12)
EMHC
Reader
Sacristan
Ushers
Liturgical Environment
Cantor
Choir
Musician
Wedding Site Coordinator
EMHC to Sick and Shut-In (Pax Christi)
Sponsor Couples for Holy Matrimony
Rosary Group
Camera Coordinators at Mass

COMPASSIONATE SERVICE

Ladies Sodality
Pro Life Ministry
Gobble Wobble 5k
Church Cleaning
40+ Singles Ministry
Military Appreciation Program
Christmas Compassion
Prayer Shawl Ministry
Funeral Meals
Bereavement Ministry
Cemetery Care
Festival Worker
L.O.C.K
Miscarriage Ministry
Compassionate Care Committee

MANAGEMENT – in the mindset of compassion

Parish Pastoral Council
Finance Council
Physical Facilities
Landscape and Flowers
Festival Committee
Legacy Society
Purpose Planning Committee
Ars Cafe & Meeting House

NOURISH – INSPIRE – INVITE

Connect
Evangelization Committee
Ars Café Volunteer
Sports Ministry