



# ST. JOHN PAUL II CATHOLIC CHURCH

## FACILITIES USAGE CONTRACT

Key # Issued \_\_\_\_\_ (Key pick up by appointment only – 812-246-3522)

Date of Event \_\_\_\_\_ Size of Group \_\_\_\_\_

Space Requested \_\_\_\_\_ Name \_\_\_\_\_

Purpose \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Set up time begins \_\_\_\_\_

Please initial items below and sign

\_\_\_\_\_ I have read and fully understand the St. John Paul II Facility Use Agreement to abide by all requirements therein. All the information provided is true.

\_\_\_\_\_ St. John Paul II Hold Harmless Agreement is signed and returned with this document.

\_\_\_\_\_ Liquor liability policy is provided if liquor is being served at the event.

\_\_\_\_\_ Certificate of \$1,000,000 liability policy is provided through Archdiocese of Indianapolis or own insurance.

\_\_\_\_\_ \$250 damage deposit is submitted.

\_\_\_\_\_ Rental payment of \_\_\_\_\_ paid by check number \_\_\_\_\_ payable to St. John Paul II.

\_\_\_\_\_ I understand that damage deposit and liability insurance must be provided before date is scheduled.

\_\_\_\_\_ I understand that I am responsible for any damages that occur whether I am in attendance at the event or not.

I shall be responsible for any damages sustained to St. John Paul II parish property or premises, or accident or injury to persons associated with the activity during the time of use stated above. I release and hold harmless St. John Paul II Catholic Church, the Archdiocese of Indianapolis, their agents, employees, and volunteers from all liability and waive any claim resulting for this activity against them.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Renter Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parish Secretary Signature

\_\_\_\_\_  
Date

St. Joe Hill Campus

2605 St. Joe Road West • Sellersburg, Indiana 47172  
812-246-2512

St. Paul Campus

216 Schellers Avenue • Sellersburg, Indiana 47172  
812-246-3522

[www.stjohnpaulparish.org](http://www.stjohnpaulparish.org)

# St. John Paul II Catholic Church

## Facility Use Agreement

The Facility Use Agreement is entered into on \_\_\_\_\_, 20\_\_\_\_ by St. John Paul II and \_\_\_\_\_ (Renter), with respect to Renter's proposed use of space at the St. John Paul II Location on \_\_\_\_\_, 20\_\_\_\_. St. John Paul II and Renter agree to the following rules, regulations and provisions:

1. The St. John Paul II parish secretary shall approve scheduling of all building facilities.
2. All events must terminate by 1:00A.M. Events with music must arrange for music to stop at 12:00 Midnight. If an event will have minors present who are not accompanied by a parent or guardian, Renter will be fully responsible for city curfew compliance.
3. Absolutely NO decoration or signs are to be attached or affixed in any way to any walls, windows, doors, or chandeliers.
4. All decorations, flowers, liquor, or food items must be removed at the conclusion of the event.
5. There is to be NO SMOKING inside the building, the courtyards or in any garden areas.
6. It is Renter's responsibility to comply with all applicable laws, ordinances and regulations in the use of the facility. Renter is responsible for the conduct of all individuals attending Renter's event, including, but not limited to, all caterers. Therefore, it is also Renter's responsibility that Renter's guests and the caterer for the event also comply with all applicable laws, ordinances and regulations.
7. Any abuse of, damage to, or loss of St. John Paul II property, whether real or personal, shall be the responsibility of Renter. Renter agrees to reimburse St. John Paul II, upon demand, such sum as will be necessary to restore the damaged property to its original condition.
8. Renter assumes full responsibility for the character, acts and conduct of all persons attending Renter's event. Renter hereby holds harmless and indemnifies the Church, the Pastor of the Church, St. John Paul II, the Archdiocese of Indianapolis, and their respected officers, employees, members and agents, against any and all losses, claims, liability or damages (including attorneys' fees) arising or allegedly arising out of injury to persons or property

and relating to Renter's use of the facility, including but not limited to those which may be asserted by third parties.

9. Renter shall carry or obtain comprehensive general liability insurance in the amount of not less than \$1,000,000 and shall include St. John Paul II, the Pastor of the Church, the Archdiocese of Indianapolis as additional insureds thereunder.
10. Renter will not charge for (whether by admission fee or otherwise) alcoholic beverages served at Renter's event and will otherwise comply with all laws regarding the use and consumption of liquor.
11. St. John Paul II shall assume no liability for the loss, damage or return of any items of personal property brought onto the premises by Renter, or any of its guests. Renter shall assume all liability and risk of loss for any loss or damage to items of personal property brought onto premises by any member of said Renter, or any of its guests. St. John Paul II shall assume no liability for the loss or damage of vehicles parked in the St. John Paul II parking lot by Renter, or any of its guests.
12. Any change or modification to this contract will not be effective unless made in writing and signed by both parties to this contract.

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

**ST. JOHN PAUL II:**

\_\_\_\_\_  
Signed Date

**RENTER:**

\_\_\_\_\_  
Signed Date



# CHECKLIST FOR ST. JOHN PAUL II FACILITY USAGE

Please initial and sign below.

\_\_\_\_\_ No equipment or personal materials are to be left on the premises.

\_\_\_\_\_ All decorations to be removed and all garbage to be bagged and placed in dumpster.

\_\_\_\_\_ All table and counters are to be cleaned. Clean splatters from stove tops and ovens.

\_\_\_\_\_ All bathrooms cleaned

\_\_\_\_\_ All furniture moved to previous arrangement.

\_\_\_\_\_ Remove any food or beverages that you had stored in refrigerators.

\_\_\_\_\_ Turn off all lights

\_\_\_\_\_ Lock all doors

I will complete the checklist. I understand that the \$250 damage deposit will be mailed to me when a St. John Paul II representative confirms the checklist was completed and the facility was left pursuant to the agreement.

Name \_\_\_\_\_ Date \_\_\_\_\_

## St. John Paul II Hold Harmless Agreement

WAIVER                      OF                      LIABILITY                      AND                      HOLD                      HARMLESS                      AGREEMENT

\_\_\_\_\_ In consideration for receiving permission to participate in the \_\_\_\_\_ event (described on attached sheet) and associated activities (herein after referred to as EVENT), I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE St. John Paul II, their Boards, officers, agents, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, while participating in such activity, REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law.

I am fully aware of the risks and hazards connected with the activities of the EVENT, and I am aware that such activities include the risk of injury and even death, and I hereby elect to voluntarily participate in said activities, knowing that the activities may be hazardous to my property and me. I understand that St. John Paul II does not require me to participate in this activity. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, which may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such activities, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law.

I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage, or costs, including court costs and attorneys' fees that RELEASEES may incur due to my participation in said EVENT, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law. 4. It is my express intent that this Waiver and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Indiana and that any mediation, suit, or other proceeding must be filed or entered into only in Indiana and the federal or state courts of Indiana. Any portion of this document deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions. Waiver Of Liability And Hold Harmless Agreement for St. John Paul II.

I HEREBY CERTIFY that I have personal health insurance. I also certify that I am physically fit and have sufficiently trained for participation in this event, and my condition has been verified by a licensed medical doctor.

I authorize emergency officials to secure treatment from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my immediate care and I agree that I will be responsible for payment of any and all medical services required. I understand I may be photographed during this event or related activities. I agree to allow my photo, video or film likeness to be used for any

legitimate purpose by the event holders, sponsors, organizers and or assigns. IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration, fully intending to be bound by same.

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Witness

Date: \_\_\_\_\_

Guardian or Parent: (If the participant is under the age of 18 years)

\_\_\_\_\_  
Printed Name of Guardian or Parent

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Signature of Guardian or Parent

\_\_\_\_\_  
Signature of Witness

Date: \_\_\_\_\_

# **RENTAL RATES FOR ST. JP II FACILITIES**

**24 hour rental and \*12 hour the day before  
(\*if available)**

**SJH Campus Gym/Kitchen - \$200.00 – Rental Rate**

**\$150.00 – Liability Insurance**

**(Extra charge for liquor liability possible)**

**\$250.00 – Damage Deposit**

**SJH Campus Gym Meeting Room/Kitchen**

**\$50.00 Rental Rate**

**\$150.00 Liability Insurance**

**\$250.00 Damage Deposit**