**ST. AGNES CATHOLIC CHURCH FACILITY USE REQUEST FORM**

Return completed form to the church office: St Agnes Parish Office, 1008 McLary Road, Nashville, IN 47448 or Email: [StAgnesNashville@Gmail.com](mailto:StAgnesNashville@Gmail.com) Questions, Call: 812-988-2778

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Group &/or Individual requesting use – If group, also include name of primary contact)

2. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street) (City) (State) (Zip Code)

3. Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email of Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Time of day: Reserved (including set-up & clean-up): Begin:\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Event Times: Begin:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Person(s) in charge who will be present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. I have access to the building: yes\_\_\_\_ no\_\_\_ I will need access to the building: yes\_\_\_\_ no\_\_\_

7. Facilities needed (check all that apply): Signature of this form indicates acceptance of all applicable cleaning/damage fees and guidelines. (Note: Saint Agnes has a non-smoking policy in all facilities) **A proof of insurance for liability coverage during events** and a security/clean up deposit ($100) is required.

* Worship Center (Suggested Donation $50)
* Parish Hall Room(s) How many rooms? \_\_\_\_\_\_\_ (Suggested Donation $25/hr/room)
* Youth Barn (Suggested Donation $25/hr/room)
* Kitchen (Suggested Donation $10/hr)

8. Equipment needed:

* VCR\_\_\_ / DVD\_\_\_
* Projector
* Sound System (Parish Hall\_\_\_, Church\_\_\_)
* Internet Access
* Other List:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Explain activity to be held:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Estimated number of people involved: \_\_\_\_\_\_\_\_

11. Will alcoholic beverages be served? NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, name of responsible person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bartender permit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(a copy of the bartender’s license must be attached to this rental agreement)**

12. Is there a desired room set up? If so, explain or send diagram\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conditions & Restrictions for Use of Facilities:**

**The organization/person requesting the use of the facilities** **is responsible for all guests and their actions while they are on the premises and must provide proof of insurance for liability coverage for the time the facility is scheduled for use.**

1. Please note that it is the responsibility of the group or individual using the facility to clean up and return the facility to normal setup after the approved event or activity.

2. Use of glitter, confetti, rice, birdseed and sand are prohibited inside or outside the buildings

3. No nails, masking tape, thumbtacks, or staples can be used on the walls, tables, doors, or windows of any of the facilities. Use of tape on the floors is prohibited

4. No tables from other rooms may be brought into the hall to be used

5. ABSOLUTELY NO SMOKING IN ANY OF THE PARISH BUILDINGS

6. Collect all garbage into receptacles. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.

7. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up or the set up you found the room in when you arrived.

8. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use. Sweep floor and mop as needed.

9. Remove any items put up on the walls or set out in connection with your event.

10. If the building is not in use when finished, please check that all lights are off and doors are locked.

11. Report any damage to equipment or property promptly to the office or custodian.

12. If you fail to clean up after your group, St. Agnes has the right to charge a $150 clean up fee in addition to any fees for any damage to the facilities your group may have caused.

**The person/organization requesting the use of Church facilities is responsible for all guests and their actions while they are on the premises. The person/organization therefore hereby absolves St Agnes Catholic Church and all members of any liability for property damage or personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage to St Agnes’ facilities that results during the use of the facilities. (Note: If the responsible person/organization does not already have liability insurance, policies are available for purchase prior to the event at: http://www.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx)**

**I have read, understand & agree to the conditions of using the facilities:**

Signature of Responsible Person/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_