



Holy Trinity Catholic Church and School Agreement for the Use of Premises



This Agreement made between Holy Trinity Catholic Church and School of the Catholic Diocese of Belleville, Inc. (hereinafter called the "Owners"), and _____ (hereinafter called the "Sponsor").

The Owners hereby agree that Sponsor may use the facilities at 504-505 Fountains Parkway, Fairview Heights, Illinois, for the following activity on the following designated date(s):

_____.

In consideration of the permission to use the aforesaid facilities, the Sponsor agrees to use the facilities only for the activity set forth and only on the dates specified. Sponsor must obtain written permission from the Owners in advance for any variance from these specifications. Sponsor further agrees to follow and be bound by the guidelines for use of facilities which are attached to this Agreement.

Sponsor agrees to inspect the portion of the premises used for its activity before the start of such activity, and agrees to give immediate notice to the Owners of any damage existing at that time. Sponsor agrees to assume responsibility for any damage caused to the premises due to the negligent or willful conduct of anyone on the premises for Sponsor's activity.

Sponsor further agrees to assume and pay for all loss or damage to property and injury to, or death of, persons on the premises by reason of the Sponsor's activity, if such damage, injury, or death arises from or in connection with Sponsor's activity on the premises.

Sponsor shall, at its sole cost and expense, procure, and maintain in force throughout the term of this agreement, a policy or policies of **Comprehensive General Public Liability Insurance**, which insures against any and all liability for damage to property and for injury to or death of a person or persons, occasioned by or arising out of or in connection with the use and occupancy of the Owners' premises. In addition, Sponsor shall furnish to Owners a **Certificate of Insurance** from its liability insurer, naming **Owners as Additional Named Insureds**.

Sponsor further agrees to forever indemnify and hold harmless Owners from all liability for any such loss, damage, injury, or death, including all costs and expenses incident thereto, arising from or in connection with Sponsor's activity.

Signed: _____ (Owner)

Date: _____

Signed: _____ (Sponsor)

Date: _____

Holy Trinity Catholic Church

Facilities Use – General Requirements

- A. We expect all groups who use the parish and school facilities to do so with respect and responsibility.
- B. Vulgar or profane language and inappropriate behavior are not acceptable. Violators of this area will be required to vacate the premises.
- C. Use only space(s) approved for usage. We expect group members to stay in the assigned area(s).
- D. Users shall comply with all city ordinances, state statutes, and federal laws. No illegal drugs, firearms, or gambling are allowed in parish and school buildings or on parish property. Firearms and gambling will only be permitted at specific Holy Trinity sponsored events as approved by the Facilities Use Committee.
- E. No alcoholic beverages may be brought into, served, or consumed on the premises except as allowed at Holy Trinity Organizations and Programs as listed under #1 or as approved by the Facilities Use Committee.
- F. The entire facility is smoke-free. Smoking is not allowed in any of the buildings at any time. Please smoke only in designated areas in the outside plaza area that have disposal containers.
- G. No pets except bona fide service animals are permitted on parish property or inside parish and school buildings.
- H. Noise and sound need to be controlled so as not to travel to other portions of the facility and disturb work areas or other meetings.
- I. Parish and school décor changes periodically and generally will not be altered or changed for a particular event.
- J. No candles or open flames are permitted except during parish services or as approved by the Facilities Use Committee.
- K. No fundraising, sales, or advertising may take place on Holy Trinity's premises without prior approval.
- L. All groups must be sponsored and supervised by an adult parishioner or approved adult non-parishioner (see next section for definition of **Approved Sponsor**). The sponsor accepts responsibility for the use and security of the facilities. When children are present, they must be supervised by an adult(s) at all times.
- M. All sponsors will be instructed in equipment use. Instruction will be provided by a parish staff member during weekday office hours.
- N. Use of sound equipment, tables/chairs, basketball/volleyball equipment and kitchen supplies/appliances is subject to availability and requires pre-approval from the Facilities Use Committee.
- O. Those using the facilities must use only the items and equipment agreed upon. It is not permitted to take items from other rooms and/or areas of the facilities.
- P. Items that are movable (i.e. tables, chairs, coffee pots, etc.) may not be removed from the premises without the approval of the Facilities Use Committee.
- Q. No tape, tacks, nails, staples, or glue are permitted on walls, floors, ceilings, doors, or woodwork of the facilities. No item(s) should be attached that could leave permanent marks or damage. Adhesive gum is the preferred method of fastening. Display easels are available upon request. See the "Posting, Displays, Signs and Decorating" section for more details.
 - Requests to post signs on/in any building should be directed to the parish office.
 - Adhesive gum is available for purchase in the parish office
- R. Any group requesting use of a parish or school facility is responsible for clean-up. For events involving large numbers of people or those utilizing the kitchen facilities, the group may be required to hire kitchen and/or custodial personnel.

- S. Moving furniture within the facility should be requested on the **Facility Reservation and Use Form** and the work completed by parish staff.
- T. All facility use is based on the condition that the premises will be left in clean and working condition just as they were found prior to any event or function. Windows should not be opened except in an emergency; any opened windows must be closed and locked at the conclusion of the event. All trash should be placed in receptacles, not left on floors, tables, chairs, etc. Personal items or other belongings should be removed from the premises. Leaving the facility in unkempt condition, incurring damage, or not securing the premises will be grounds for losing facility use privileges and/or deposits, and incurring additional fees. Additional fees will be based upon costs incurred to clean or repair the facilities.
- U. Users will be held responsible for any loss or damage to parish and school property and/or facilities that occurs during the time of facility usage. Any damages to the facilities or equipment should be reported as soon as possible by contacting the Parish Office. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- V. All lights should be turned off and, where applicable, doors locked when use is concluded.
- W. Any exceptions to these policies must be approved by the Facilities Use Committee.
- X. The Pastoral Council reserves the right to prohibit or terminate any activity or use that, in its discretion, it determines to be harmful, dangerous, or detrimental to the interest of the parish and school.