

SACRED HEART PARISH – RENTAL APPLICATION

NOTE: THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND RETURNED TO THE PARISH OFFICE AT LEAST _____ WEEKS PRIOR TO YOUR INTENDED DATE OF USE.

- Date of Application: _____
- Parish Facility to be Used: _____
- Name of Applicant: _____
- Home Telephone Number: _____ Cell Phone Number: _____
- Address of Applicant: _____
- Date of Intended Use: _____
- Start / End Times of Use: Start Time: _____ End Time: _____
- Approximate Number of Attendees: _____
- Type of Event/Use (describe in detail): _____

- Name and Phone Number of caterers, if applicable: _____

Signature of Applicant: _____

NOTE: Proof of Liability Insurance is required at least _____ days prior to the event.

CHECKLIST:

- Security Deposit Received: _____
- Evidence of insurance received: _____
- Facility inspection prior to event: _____
- Facility inspection after event: _____
- Security Deposit returned (date): _____

Comments: _____

SACRED HEART PARISH – RENTAL INFORMATION

1. Parish Facilities (Education Building, Gazebo, and adjacent Parish property) located at Sacred Heart Catholic Parish may be used for Parish-sponsored activities; approved civic, Diocesan, or community outreach groups (e.g. Scouts, AA, etc.); or by active parishioners (see definition below).

An active parishioner is one who:

- is registered at Sacred Heart Parish;
 - attends Mass regularly, or participates regularly in the spiritual life of the Parish; ***AND***
 - shows support for the Parish financially, and/or by participation in Parish ministries or organizations, as able.
2. The pastor of Sacred Heart Parish shall have sole and full discretion in determining who qualifies as an “active parishioner.”
 3. The pastor of Sacred Heart Parish shall have sole and full discretion in approving or disapproving any intended use of the Parish’s facilities and shall have the authority to restrict the use of the Parish buildings and grounds when, in his opinion, such use would be (1) detrimental to the Parish or its facilities, (2) inappropriate or scandalous in any way, (3) contrary to Catholic teaching or morals, or (4) harmful to the reputation of the Parish, the Diocese, or the Catholic Church, (5) is intended or could result in the personal financial or other real gain for the applicant.
 4. Activities of the Parish shall have priority over any non-parish use of the Parish’s facilities. Non-parish events that do not conflict with Parish activities may be scheduled within the following time frames:
 - Weekdays from 10:00 A.M. to 10:00 P.M.
 - Saturdays from 10:00 A.M. to 4:00 P.M. or from 6:30 P.M. to 10 P.M.
 - Sundays from 12:00 P.M. to 10 P.M.

NOTE: Non-parish events must not place undue burdens upon the limited staff and resources of the Parish. For example, Parish staff shall not be expected to remain onsite during events or provide extensive training on use of kitchen equipment.

5. All activities or events not sponsored by the Parish or considered “approved civic, Diocesan, or community outreach groups” must obtain insurance as outlined in the Use Agreement. Community outreach groups, such as AA and Boy/Girl Scouts, are exempt from this requirement. Users may purchase the necessary insurance through the Diocese of Cleveland Insurance Office at a cost of \$100. The application form “Special Event Liability Application” is available online at: http://www.discplan.org/insurance_forms.asp.
6. A \$100 security deposit is required. This security deposit is refundable and will be returned the day after the event, or as soon as practicable, provided all the obligations set forth in the Use Agreement have been met and the user is not in default of any provision of the Use Agreement.
7. There is rental fee required, however a free-will offering would be greatly appreciated to help defray the costs of equipment and facility maintenance.
8. The Pastor or his designee will unlock and relock the facility, provide basic instructions on the use of the facility, and will inspect the facility prior to and after the event. Any scheduling conflicts will be resolved by the Pastor.