

Igreja de Nossa Senhora da Assunção dos Portugueses
Our Lady of the Assumption of the Portuguese Church
P. O. Box 2030 (2602 S. Walnut Rd.) Telephone: (209) 634-2222. Fax 634-2366
Turlock, California 95381 Email: www.OLAssumption.net

OFFICE HOURS: Monday – Friday 9am – 5pm

USE AGREEMENT FOR PARISH HALL

Schedule of Fees

For Parishioners & Non-Profit Organizations: A non-refundable deposit of \$1000.00, donation of \$1000.00, plus liability insurance. (*)

(*) **Liability Insurance:** Varies with size of event. (see Liability insurance form)

Name _____

Phone# _____

Address _____

Reservation Date _____

Purpose _____

THE UNDERSIGNED, HEREINAFTER REFERRED TO AS “USER” AGREES TO THE FOLLOWING:

1. Use of this facility is reserved for parishioners who are registered for **1 year** and who actively participate in parish life. It is understood that parishioners' names will not be used by outsiders merely to have easy access to our facility.
2. Non-profit organizations (charitable, cultural, artistic or sporting groups) with specific approval in each case by the present parish council may use the hall, providing there is no conflict with the above mentioned priority.
3. Parishioners are not allowed to use this facility for dances or other activities for personal fund-raisers.
4. Parishioners under 21 years of age can only have access to this facility through parents or guardians who will personally represent the young people in making reservations, assuming all responsibilities for the event and being present at whatever event the facility was contracted for. Serving alcohol to minors is strictly forbidden by law and by this parish. The User is solely responsible for anything that happens, if this law or church rule is broken and alcohol is served to minors.
5. This agreement is signed by the User with the understand that parking space may be limited due to church services. Also any unloading must be done behind the hall. The cement path in front should never be used.
6. Smoking is prohibited in these facilities. We request that no cigarette butts be thrown onto the grounds of parish.
7. No decorations are allowed that may damage the floor, ceiling, walls, stage or light fixtures.
8. Your donations is to share in the cost of utilities, ordinary maintenance and wear of the building and periodic replacement of its furniture, fixtures and waxing of floors. This donation entitles the User to use the hall, tables, chairs, bar (for serving only, not selling liquor), sound system and use of the kitchen only for warming and serving food. Following the event the parish provides a clean up crew. It is your responsibility to clear all decorations, table covers and any other items that you want to keep. **The kitchen must always, without exception, be left clean by caterer or User.**
9. The User/Caterer will provide their own serving utensils.

LEGAL RESPONSABILITIES:

10. Our Diocesan Liability Ins. Co. only provides insurance coverage for parish organizations and events. Because individuals find it difficult & expensive to acquire coverage, the Diocese will provide coverage independently. **DIOCESAN INSURANCE IS REQUIRED FOR ALL EVENTS EFFECTIVELY JULY 1, 2013. We will no longer accept individual insurance coverage of any kind.** The cost varies per event depending on head count. A "Liability Insurance For The Events of Outside Users" form must be completed thirty days before the scheduled event.

11. Non-profit organizations (outside of parish) are requested to provide proof of liability insurance of 2 million dollars covering the parish of Our Lady of the Assumption of the Portuguese and the Roman Catholic Bishop of Stockton, a Corporation Sole, 1125 North Lincoln Street, Stockton CA 95204. We also provide an Endorsement form which must be completed by an agent, signed and attached to the insurance certificated without exception. **This certificate of insurance must state that it covers damages incurred from the use of alcohol, if it is served.** The following documents are required for your event: Certificate of Insurance, Endorsement form, Outside User Request for Exception of Special Events Coverage, Diocesan License Agreement and the Use Agreement for parish hall.

12. Every time liquor is sold in this facility; the User must present a state liquor license and must supply himself with the required number of security officers. Parish may provide a letter of approval when asked.

13. If the user needs an extra day to set-up and facility is available there will be suggested amount of \$100 per day.

14. The User may pick up the key from the office the day before the event, during business hours. The key shall be returned to the office no later than 48 hours after the use of this facility, without exception. The User shall be responsible for all damages done to the facility caused by unlocked doors until the time of returning the key.

Fee Schedule for Parishioners & Non-Profit Organizations

\$1,000.00 (Non-refundable deposit payable to Our Lady of the Assumption, at the time of booking)

\$1,000.00 (Donation for use of hall payable to Our Lady of the Assumption)

\$ 100.00 (Donation for extra day payable to Our Lady of the Assumption)

\$_____ Liability Insurance* (Check payable to Diocese of Stockton) Amount varies with headcount.

\$===== TOTAL

All documents and respective donations/payments are due in the parish office 30 days before the event.

Date: _____

User's Signature: _____

Pastor Approval: _____