

Our Lady of Lourdes Catholic Church, Jasper Alberta Facility Usage Agreement

This Agreement made on the _____ day of _____, 20 ____

Between The Catholic Parish of Our Lady of Lourdes, Jasper Alberta, of The Catholic Archdiocese of Edmonton,

and _____,
(Applicant's name /Group/ Ministry)

for the purpose of _____
(Type of Event)

1. On approval of this application, the Parish grants use of the Parish facility as follows:

Single Event Date: _____ Time In: _____ Time Out: _____

Preparation Date: _____ Time In: _____ Time Out: _____

Estimated numbers: _____

Please list dates for reoccurring events.

Monthly: _____ Weekly: _____

Starting Date: _____ End Date: _____

Time In: _____ Time Out: _____

Estimated numbers: _____

2. Designated Area(s) to be used: (other than public washrooms and entrance ways)

- Parish Hall
- Church
- Other _____

NOTE: No one may enter areas or rooms that are not designated. Permission to enter other areas is required.

- 3. The applicant agrees that all people shall vacate the building by _____ am / pm
- 4. The Applicant will follow all rules set by the Parish in accordance with the attached Facility Usage Terms and Conditions. (Pages 4,5 and 6).
- 5. If any clause is struck, it is severed from the agreement and the rest of the agreement stands.
- 6. The Pastor has the right to revoke any agreement at will and may arbitrarily withhold consent in respect of issues arising for the event.
- 7. The Pastor, or his designate, reserves the right to refuse admittance or to eject people from the event.
- 8. The Applicant will pay **\$75.00** as a usage fee.
The usage fee will be paid in full upon confirmation of the space and acceptance of this usage application.
- 9. The Applicant will pay a damage deposit of **\$150.00** at the time of the booking.
This deposit is refundable and will be returned within three (3) days after the date of the function - less any damage/cleaning costs incurred.

10. The usage fee will be forfeited in whole if cancellation is made within three (3) days of the function.
11. Additional fees include: _____

12. The Pastor must approve the use of alcohol. All liquor consumption shall be concluded by 1:00 am. A valid liquor license from the Alberta Gaming and Liquor Control Board is required and must be posted and an Alcohol Liability Insurance Policy (PAL) purchased through The Catholic Archdiocese of Edmonton is required. The cost of this policy is as follows:
- | | | |
|-----------------------------------|------------------|----------|
| Maximum of \$1,000,000 liability: | 1 - 100 guests | \$96.00 |
| | 101 - 400 guests | \$125.00 |
| Maximum of \$2,000,000 liability | 1 - 100 guests | \$135.00 |
| | 101 - 400 guests | \$165.00 |
13. The agreement shall be terminated if the applicant defaults on any of its terms.
14. The applicant may not be acting for any undisclosed principal.
15. When applicable, the applicant must provide proof of Third Party Liability Insurance coverage prior to the start of the agreement period. The applicant must list The Parish and the Catholic Archdiocese of Edmonton as an additional insured on the applicant's insurance policy.
16. The Applicant agrees to indemnify and hold harmless The Catholic Parish of Our Lady of Lourdes, Jasper Alberta and The Catholic Archdiocese of Edmonton, its employees and volunteers from all actions, suits, claims and demands, costs and damages arising by reason of injury or death to any persons, or damages to any property, resulting from the use of any part of this facility, including from the dispensing of alcoholic beverages.

The Applicant accepts that all of the information included here and in the attached Facility Usage Terms and Conditions is understood and agreed upon by signing below:

Name: _____ Date: _____
(Please Print)

Signature: _____ Phone: _____

Email address: _____ Cell#: _____

Contact person during event: _____ Cell#: _____

Alternate contact person: _____ Cell#: _____

Parish Contact during event: _____ Cell#: _____

Office Use Only:

1. Application received by: _____ Date: _____

2. Application approved: _____ Date: _____
(Pastor)

3. Applicant Type: Parishioner _____ Not-for-Profit _____ For Profit _____

Contact Person _____ Phone: _____

4. Keys Provided: YES _____ NO _____ Date: _____

Keys Returned YES _____ NO _____ Date: _____

Notes: _____

5. Third Party Liability Coverage (If required):
(Ensure the Parish and The Catholic Archdiocese of Edmonton are listed as additionally insured)

Insurance Company: _____ Policy # _____

6. Usage Fee: \$ _____ Date Received : _____

Additional Charges \$ _____

Other Charges \$ _____

Total \$ _____

7. Damage/Holding Deposit:

Deposit \$ _____

Less costs \$ _____

Balance to return: \$ _____

Balance Owing: \$ _____

8. Alcohol Liability Insurance Policy: YES _____ NO _____

Amount: _____

9. Other: _____

Facility Usage Terms and Conditions

General:

1. The Parish is a place of witness, service and of worship. Use of its facilities is for all activities consistent with the beliefs, traditions and teachings of the Catholic faith. The Parish will be available for these activities to all its parishioners and other Catholic groups and organizations for functions. All usage must finally be approved by the Pastor.
2. The Parish facility is only available for use by groups, organizations or parishioners that are in communion with the Catholic Church.
3. Occasionally a request may be made for the use of the Parish that does not fall within the above parameters. Only the Pastor, which may include consultation with the Archdiocese, may give permission. The event must align with Catholic beliefs, tradition and teachings.
4. Use of the facility is for the purpose stated on Page 1 of this agreement (Type of Event) only. The use of the facility for any other purpose must be with the prior, expressed and written consent of the Pastor. Consent by the Pastor shall not be consent to a subsequent assignment, sublease or occupation by other persons. Any unauthorized assignment, sublease, or license to occupy shall be void and shall terminate this agreement at the option of the Parish.
5. When the user is not an agent of the Catholic Archdiocese of Edmonton, it may not present itself as such to anyone.
6. The Catholic Archdiocese of Edmonton promotes and supports a smoke free workplace and environment, and therefore no employees, volunteers, or guests are permitted to smoke on its properties. Civic and provincial legislation/non-smoking by-laws must also be adhered to at all times.
7. The Parish shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the USER, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this lease agreement or any extension of such term.
8. Any property brought on the premises by the Applicant is at the risk of the Applicant, and the Applicant will obtain their own property insurance, if desired.
9. The applicant must remove any items they brought onto the premises. The Parish may sell or dispose of any items that the applicant does not remove.
10. The Parish may seek solicitor-client costs against the Applicant if the Applicant breaches the agreement.

Applicant responsibility:

11. The applicant:

- i. Must provide proper supervision for the event.
- ii. Shall ensure compliance with all Canadian, Provincial and local municipal laws and bylaws.
- iii. Will not allow more attendees than the approved capacity.
- iv. Will ensure hallways, entries, sidewalks, etc. are not obstructed.
- v. Will strictly observe the liquor laws of the Province of Alberta and shall comply with conditions specified in any liquor permits.
- vi. Will assume full responsibility for the discipline of members and guests and others who may be in attendance and ensure that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.
- vii. Not use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy. Nor shall they keep, use or sell anything prohibited by any policy of fire insurance covering the facility, and they shall comply with all requirements of the insurers applicable to the facility necessary to keep in force the fire and liability insurance.

Facility Usage

12. Any changes or alterations to the premises require the permission of the Pastor.

13. The applicant agrees to leave the facility in the same condition as it was found in and:

- i. Be responsible for setting up and the removal of tables and chairs.
- ii. Leave all rooms clean and tidy.
- iii. Return any parish equipment used.
- iv. Not use TACKS, NAILS or TAPE of any kind on walls, ceilings or fixtures.
- v. Use only fireproof decorations.
- vi. Notify security/parish contact person when the event/meeting has ended, or .
- vii. Complete "End of Day" Check. .
- viii. The Parish Hall will not be rented for overnight accommodation (e.g school group field trip).
- ix. The Hall and Kitchen are not available for set-up or use during regularly scheduled Church services unless permission has been granted.
- x. The kitchen may be used to serve food only.
- xi. The kitchen dishwasher and other facilities may only be operated by authorized personnel.
- xii. Food may not be prepared on the premises. However, food supplied by caterers or renters may be warmed in the Hall Kitchen.
- xiii. Renters are to supply their own condiments, tablecloths, napkins, dishes and cutlery.
- xiv. All garbage is to be removed from the premises.
- xv. Other _____
- xvi. Other _____
- xvii. Other _____

The applicant has inspected the premises and accepts its current state.

The applicant acknowledges having read and received a copy of these agreement terms:

Applicant signature

Date:

Contacts

Jasper
Hinton

Our Lady of Lourdes Parish Pastoral Council members

Alice/Gerry Lettner 780 931 6166

Roy Broemeling 780 852 3942