

St. Andrew Parish Bryce Eck Center

REGULATIONS FOR USE OF FACILITY – EXHIBIT B

1. Scheduling of all activities shall be approved by the Pastor/Principle or Rental Coordinator (RC).
2. If food will be served, a caterer on the St. Andrew Approved Caterer List must be used. (List Attached). **A fee will be charged to the Caterer by St. Andrew Parish for doing business at the Facility * ____ initial.** If there is no caterer because food is not being served, the Facility Use Applicant (FUA) is responsible for post event cleanup.
3. An event may not exceed four hours in length unless additional time is requested in advance and approved by the RC. If additional time is requested and approved, there will be a charge (see *Exhibit A-Fee Schedule*). All events must terminate by 1:00a.m. Events with music must arrange for music to stop by 12:00a.m.
4. Absolutely no decorations or signs are to be attached or affixed in any way to any floors, walls, pillars, windows, doors, ceilings or chandeliers. All plaques, pictures, etc affixed to the walls are permanent parts of the facility and may at no time be removed.
5. Absolutely no rice, confetti, flower petals or birdseed can be thrown or used as table decorations. No chocolate fountains.
6. All flowers, plants or decorations must have protective bases or waterproof liners to prevent damage to carpeting, tables or tile/wood flooring.
7. Under no circumstances may building equipment or property be relocated within or removed from the building without prior permission of RC.
8. Police patrol may be requested at the discretion of the Pastor. It is the responsibility of the family/group to pay for the cost of the special duty police.
9. Plastic or rubber mats must be used under the ice chests/tubs to prevent damage to carpet.
10. The Parish will provide a monitor to be present during events. The monitor will address any building issues as well as have full authority to enforce the regulations.
11. No smoking is allowed inside the building. Smoking can occur outside the building. Smoking materials SHOULD NOT be extinguished in the mulch. Use appropriate containers. Failure to adhere to this provision is grounds for immediate cancellation of this agreement.
12. Any abuse, damage to or loss of property shall be the responsibility of the family or group reserving and/or using the facility. Such sum as will be necessary to completely restore the damaged property to its original condition shall be paid on demand to St. Andrew Parish by family or group. St. Andrew reserves the right to deduct such from the FUA deposit.
13. The reserving family/group assumes full responsibility for the character, actions and conduct of all persons associated with their event. The undersigned hereby agrees to hold harmless and fully indemnify St. Andrew Parish and the Diocese of Columbus against any and all injury to persons or property which arises out of the use of the St. Andrew facility. Failure to adhere to these regulations will result in the forfeiture of security deposit.
14. Facility Use Applicant (FUA) is responsible for any liability or property damage that occurs as a result of their activity. Location and/or the Diocese of Columbus will pursue legal action if warranted. FUA must provide location with proof of liability and property damage insurance coverage with limits of at least \$1,000,000 per occurrence. A *Certificate of Insurance* naming Location and the Diocese of Columbus as 'Additional Insured' must be submitted to the Pastor/Principal or their Designate prior to the first scheduled activity. FUA shall not change or cancel this insurance without prior written notice to Location. Should the policy be cancelled by FUA, location reserves the right to cancel this agreement immediately, without penalty. (see Attached – Facility Usage Indemnity Agreement)

15. As an alternative to Section 14, FUA may purchase *Special Event Coverage* insurance through Location. If choosing this alternative, FUA must submit the application with appropriate payment for Special Event Coverage no less than 15 days in advance of their event. Payment for this insurance is in addition to the rental fee charged. (see Rental Agreement)
16. If the event or program on Diocese property entails any parents or guardians of minors (defined as younger than 18 years of age or 21 years or younger for persons who are developmentally disabled) giving over care, custody or control of their children to others, all adults (defined as 18 years of age or older) working with those minors must have background check acceptable to Location performed and attend a Protecting God's Children seminar prior to commencing any activity at the Facility. It is FUA responsibility to assure compliance with this requirement and appropriate filing of paperwork with Location. FUA agrees to reimburse Location for costs associated with the background check and training.
17. The family/group using the facility shall be responsible for all arrangements in connection with the operation of the bar(s) where alcoholic beverages will be dispensed. One or more qualified bartenders must be hired or arranged for to operate such bar(s). The serving of alcoholic beverages to minors is strictly prohibited. Furthermore, said family/group hereby assumes all responsibility and liability for any claims which may arise out of the use of the bar(s) and dispensing of alcoholic beverages at the Facility. Said group/family also agrees to hold harmless and indemnify St. Andrew Parish and The Diocese of Columbus from any such liabilities. Alcoholic beverages may not be taken or consumed outside the Facility. Operation of a cash bar requires a liquor permit. Contact the Ohio Department of Liquor Control at least six weeks prior to you event. Liquor Permit application requires the signature of the Pastor. They also require a diagram of the Location signed by the RC. **NOTE** – Any purchase of out-of-state liquor must be made with approval of the Ohio Department of Liquor Control.
18. St. Andrew Parish shall assume no liability for the loss, damage or return of any items or personal property brought onto the premises by any member of the family/group or any of its guests. The family/group reserving the facility shall assume all liability and risk of loss for any damage to items or personal property brought onto the premises by any member of said family or any of its guests.
19. A Security Deposit in the amount of \$200 will be due (14) days prior to rental date. The Security Deposit must be in the form of cash or personal check made payable to St. Andrew Parish. Only after it is determined that the building, its contents and grounds are free of damage arising from or related to the FUA rental of the building, will the deposit or portion of the deposit be refunded. If the cost to repair any damage is in excess of the Security Deposit the FUA will be billed for the balance.
20. The FUA will inspect the Facility and its equipment and contents to ascertain the same are in proper condition for the use during rented period.
21. In the event the St. Andrew Facility or any part hereof is damaged or destroyed by fire or any other cause, or if any casualty or unforeseen occurrence shall render the St. Andrew Facilities fulfillment of the contract impossible, then this contract shall terminate and St. Andrew Parish shall pay the FUA the Rental Fee and the security deposit. The return of the Rental Charge and Security Deposit shall be the FUA sole and exclusive remedy for the termination of this Contract and the FUA hereby expressly waives any claims for damage or compensation arising from or related to the termination of this contract under this paragraph.

I have read and agree to the above regulations

Signature

Date