

# CHURCH HALL RENTAL

- \$120.00** for insurance unless group has insurance. This is mandated by the Diocese and the check goes directly to them. Make this check out to "**Diocese of Norwich.**"
- \$250.00** security deposit in case of damage to the hall. This money is returned immediately after event if there is no damage. Make this check out to "**St. Francis Church.**"
- \$300.00** for four hours, the ordinary minimum charge.
- \$75.00** per additional hour of use. Make this check out to "**St. Francis Church.**"

**Yes**, we can make exceptions for smaller events.

The main purpose of the hall is for **parish activities**. The secondary purpose is for a wide variety of groups. While we welcome diverse groups and are thankful for the income this generates, these other group activities **cannot interfere with our parish events**, especially the weekend / holy day mass schedule. We cannot have groups overlapping with our 5:00 pm Saturday mass in particular. Groups must be scheduled around the 5:00 pm mass and not during it. The people who attend this mass need a place to park. Therefore afternoon events must end by 4:00 pm and evening events cannot start until 6:30 pm at the earliest.

After funerals, if it is not being used for something else, we offer the families the use of the hall asking for a donation. There is no set fee.

**Under no conditions** can the two main exits from the hall be blocked for any reason whatsoever. **The two main exits must always be wide open** for an emergency exit.

This agreement is subject to change if the need arises.

**All rentals must be approved by Father Kennedy**

**Effective Date; Jan 18, 2016, revised 5/23/16 to include emergency exits.**



## Saint Francis of Assisi Church

10 Elm Street  
 Middletown, CT 06457-4427  
 Phone 860-347-4684  
 www.saintfrancisofassisi.com  
 office@saintfrancisofassisi.com



# The Rev. Monsignor M. Davitt Fox Parish Center Rental and Liability Contract

<b>Date of Contract:</b>		<b>Date of Event:</b>	
<input type="checkbox"/> <b>Special event</b>	<b>Time of Event</b>	<b>From:</b>	<b>To:</b>
<b>Name of Renter:</b>			
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip</b>
<b>Email Address/work:</b>			
<b>Email Address/home:</b>			
<b>Phone (home):</b>	<b>Work:</b>	<b>Cell:</b>	
<b>Name of Group or Organization (if applicable):</b>			
<b>Non-profit Group:</b>		<b>Contact Person:</b>	
<b>Type of Function:</b>		<b>No. of People:</b>	
<b>Type of Refreshments:</b>		<b>Age of Group:</b>	
<b>Admission fee will be charged</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> <b>Alcohol will be served</b> <sup>1</sup>	<input type="checkbox"/> <b>Alcohol will be sold</b>	<input type="checkbox"/> <b>Copy of alcohol license received (if alcohol will be sold)</b>	
<input type="checkbox"/> <b>Insurance certificate received</b>		<input type="checkbox"/> <b>Registered parishioner</b>	

**Rental Rates:**

**\$ 300.00** for Four (4) hours, the ordinary minimum charge.

**\$ 75.00** per additional hour of use

**Yes, Exceptions can be made for smaller events**

*A 50% deposit is due at time of signing. Balance of payment is due 10 days prior to the event.*

**Classrooms:** **\$50.00** for a period of up to three (3) hours. Kitchen use is not available with classroom rentals.

<b>Hourly Rate: \$</b>	<b>Number of Hours:</b>	<b>Total: \$</b>
<b>Diocesan Insurance Fee<sup>2</sup></b>	\$120.00 <i>Please make a separate check payable to: Diocese of Norwich.</i>	
<b>Security/damage deposit (refundable)<sup>2</sup></b>	\$250.00	
<b>TOTAL</b>	\$	
50% Deposit: <i>is due at time of signing</i>	Deposit Received	
Balance Due:	Balance Received	

1. A police officer is required to be present when alcohol is served to groups of more than 150 people, hence the higher hourly rate. Saint Francis Church will coordinate the arrangements with the police department.
2. These fees and the security deposit are required for Main Hall rental; but are waived for classroom rental. The Cleaning Fee may be waived for registered parishioners who wish to accept responsibility for cleaning the facility.

I \_\_\_\_\_, From all persons or groups renting the Monsignor M. Davitt Fox Parish Center, in compliance with the Catholic Mutual Insurance Group, a certificate of liability insurance in the amount of \$1 million dollars naming the Diocese of Norwich and St. Francis Church as additional insured. This proof of insurance can be requested from your insurance company on either a homeowners or renters policy and proof thereof can either be faxed, mailed or brought to the Rectory Office 10 days **BEFORE** your event with your final payment.

AND

II. The LIABILITY CONTROL VOLUNTARY RELEASE FORM to be signed below.

In consideration of "permissive entry" to the facility, each of the undersigned, their personal representatives, heirs and assigns, DO HEREBY:

1. RELEASE, DISCHARGE AND COVENANT NOT TO SUE THE ABOVE NAMED PARISH AND DIOCESE OF NORWICH or any and all claims and liability arising out of strict liability or ordinary negligence of releasee or any other user of the facility which causes the undersigned injury, death or property damage and further agrees to holds harmless and indemnify releasee from any claim, judgment or expenses releasee may incur by participation in the described activity.
2. UNDERSTAND that participation in the described activity involves danger and risk of injury. The inherent danger is understood and voluntarily assumed.
3. ACKNOWLEDGE that the undersigned are aware of equipment and safely regulation and will comply with each regulation.
4. ASSUME ALL RISK for themselves and all liability to others for failure to do so. No oral representations or inducements have been made to obtain signatures on this agreement. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS. I UNDERSTAND AND I ASSUME ALL RISK INHERENT IN THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

As renters of St. Francis Parish Center property, we agree to protect, indemnify and hold harmless the Diocese of Norwich and St. Francis Church from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless the Diocese of Norwich and St. Francis Church from any and all claims, cost or expense arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period.

We have also read the attached page(s) on Terms and General Information pertaining to the rental of the Monsignor M. Davitt Fox Parish Center and agree to abide by what is stipulated therein.

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Renter's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

St. Francis Church Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DIOCESE OF NORWICH - 0190**  
**APPLICATION FOR SPECIAL EVENTS COVERAGE**

Name of Parish or Institution:

ST. FRANCIS OF ASSISI CHURCH

Street (Physical) Address (NO P.O. BOXES):

10 ELM SE. MIDDLETOWN CT 06457

City/State:

MIDDLETOWN ZIP Code: 06457

Phone No.:

(860) 347-4684

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage:

*(Please Print Lessee Name(s) or Organization)*

Lessee (Additional Insured) Contact Person:

Name:

Street Address:

City/State:

ZIP Code:

Telephone:

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

Date of Event: \_\_\_\_\_

Type of Special Event (Example: wedding reception, anniv. party, etc. If event is a fundraiser, please be specific about what is occurring):  
\_\_\_\_\_  
\_\_\_\_\_

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_

Is Liquor Being Served? \_\_\_\_\_

Yes

No

Is Food Being Served? \_\_\_\_\_

Yes

No

To receive approval notification please print e-mail(s):

*(Please Print E-mail(s) Clearly)*

**TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EACH FIELD IS COMPLETED.**

The Special Events coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability coverage per event (not per claim).

This coverage is underwritten by Nationwide Mutual Insurance Company, Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$120 Per Event *OVERNIGHT STAYS \$150*

**COVERAGE DOES NOT APPLY TO CERTAIN EVENTS, SUCH AS, BUT NOT LIMITED TO:**

- \* Sporting events including tournaments & camps
- \* Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- \* Events where a fee or admission is charged, unless all proceeds go to charity
- \* Events with attendance of more than 1,000 persons
- \* Events involving pool or lake activities
- \* Events involving 'BYOB' (Bring your own bottle)
- \* Any carnival event
- \* Fireworks & fireworks displays
- \* Events organized or operated by professional promoters/performers
- \* Events which exceed 72 hours in duration
- \* Events involving recreational vehicles
- \* Political Rallies
- \* Inflatable Amusement Device (unless pre-approved/flat charge of \$275 applies)



**SUBJECT TO APPROVAL BY C.M.G. AGENCY, INC.**



*Please make check payable to : Diocese of Norwich*

**COMPLETE AND RETURN THIS FORM TO:** Catholic Mutual Group  
Attn: Robin Holtsclaw, CRM  
467 Bloomfield Ave.  
Bloomfield, CT 06002

*Please report all claims to C.M.G. Agency, Inc. Claims Department at 1-800-228-6108*

Approving Location: NORWICH, CT

ATTN: ROBIN HOLTSCLAW  
FAX NO.: 860-726-9412

*DISTRIBUTION: Original: C.M.G. Agency, Inc., Copies to Lessee and Parish or Institution*



# FACILITY USAGE/INDEMNITY AGREEMENT

PARISH : St. Francis of Assisi Church

PARISH is understood to include the Arch/Diocese of NORWICH

FACILITY USER: \_\_\_\_\_

DATES OF FACILITY USAGE: \_\_\_\_\_

TYPE OF FACILITY USAGE: \_\_\_\_\_

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: \_\_\_\_\_  
(Must be an official agent of FACILITY USER)

NAME (Please print): \_\_\_\_\_

DATE: \_\_\_\_\_  
FACUSAG (5/01)

**ST. FRANCIS OF ASSISI CHURCH : HALL RENTAL CLEAN UP GUIDE**

If you/your organization have contracted to take responsibility for the hall clean-up following your program or event, please use this guide to cover needed tasks.

**PHYSICAL REQUIREMENTS**

**Hall set up shall be left in "NORMAL STATE"**

Typical arrangement—most common use:

Round tables for dining with 6-8 chairs around each table.

Rectangle tables placed for buffet/food near kitchen area/end of hall.

**If other hall set up was used, please return to the "normal state" as established for your event**

**CLEANING REQUIREMENTS**

**FOOD:**

All food items need to be removed from the premises.

Discarded food plates and disposable food trays and containers are put into the trash barrels.

**TRASH/RECYCLABLES:**

Please put paper and other trash items into proper receptacles: waste baskets that are located in the hall, kitchen and bathrooms.

At the end of your event--All Trash needs to be transferred into appropriate outside Receptacles:

Trash/Garbage on the Right

Recyclables (Paper, cardboard) on the Left

Soda Cans: put in recycling bin near kitchen

Reline trash barrels with garbage bag liners, located at the bottom of each trash can.

**TABLES:**

Remove decorations, table covers

Wipe off tables

**FLOORS:**

Brooms are located in closet opposite the clothes rack.

Place the chairs upside down resting on the table tops to provide access to the floor.

Sweep floors

Put brooms back into the closet.