

Mary, Queen of Peace Facility Rental/Use Agreement

Name of Organization/Individual: _____

Representative/Contact Person: _____ Phone: _____ Cell Phone _____

Email: _____ Address: _____ City/Zip: _____

The term of this usage is for (Insert date, time or attach schedule) _____

The facility user is granted use of the following space: _____ at MQP for the purpose of _____

with _____ attending. The following Equipment is needed: _____ Tables _____ Chairs _____ Microphone _____ Stage _____

Sound System _____ # parking stalls needed _____ Other _____

____ The facility user (or) ____ MQP will do: Set-Up____ Take Down____ Clean Up____ (Please attach diagram of set up)

Type of Refreshments: _____ Wine/Beer: Yes/No (Need permit) Private Catering: _____ Family Catering: _____

Facility user agrees to pay MQP the following fee(s) for Facility Use: \$ _____ Set: up _____ Clean up: _____

Other fees: _____

Facility user has read and will comply with Mary, Queen of Peace Parish Facility Usage Policy and Procedures (February 2015) throughout the term of this Use agreement, including cleaning up the space after use, keeps walkways clear of debris or obstacles. Nonprofit organization will provide a copy of their 501©(3) documentation with their rental agreement.

The Facility user agrees to protect, indemnify, defend and hold harmless the Facility Owner against and from any and all claim(s) or cause of action arising out of loss, damage, or injury to persons or property resulting from any accidental, negligent or other actionable fault in connection with the Facility User's use, event, activity/activities, maintenance, or occupancy of the premises, and whether or not such loss, damage, or injury was caused by Facility User's guests, family members, volunteers, helpers, partners, vendors, associates, officers in connection with the Facility User's use, event, or activity/activities on the property of Facility Owner.

The Facility User will provide Facility Owner with general liability insurance in an aggregate amount of not less than One Million Dollars (\$1,000,000) per occurrence. The policy shall also include evidence of coverage for damages arising from molestation or abuse in the amount of not less than \$1,000,000 per occurrence for the duration in which Facility User uses Mary, Queen of Peace Parish, Sammamish property. **Facility User shall provide an acceptable certificate of such insurance that shows Mary, Queen of Peace and the Corporation of the Archbishop of Seattle as additional insured, said certificate to be attached to this agreement.** Special Event Insurance coverage may be purchased from EVENTUS <https://eventus.ajgrms.com>. The cost of Special Events coverage is available for a fee per application / event and provides \$1,000,000 liability coverage and \$5,000 medical payments coverage for the non-parish sponsored facility user. **This coverage must be obtained at least 15 working days in advance of the event.**

Facility User certifies that all Safe Environment obligations have been met as required by the U.S. Conference of Catholic Bishops' Charter for the Protection of Children and Young People. All individuals with ongoing unsupervised contact with minors have a cleared criminal background check; have completed safe environment child abuse prevention training and have read and agreed to follow the abuse prevention policies of the Facility User. All notices/changes to this agreement shall be done in writing and submitted to all parties.

Agreed:

Signature _____ Date _____

(Must be an official agent of Facility User)

Approved by:

Signature: _____ Date _____

Parish Administrator or Facility Supervisor

OFFICE USE ONLY:

Damage Deposit: \$ _____ Date Received: _____ User Fee: \$ _____ Date Received: _____

Additional Fees: \$ _____ Date Received: _____ Beverage Permit: _____ Noise Policy: _____

Nonprofit Declaration (501.c.3) Received: _____ Certificate of Insurance or Special Event Insurance Received: _____

Facility/Kitchen Representative Assigned: _____ Noted Parish Calendar: _____