

Facility Usage Agreement (Template) – Affiliated Ministry Group – Appendix 233B

(Examples: Canadian Catholic Organization for Development and Peace, Catholic Renewal Services, Catholic Social Services/Catholic Charities, Catholic Religious Orders, Catholic Schools, Catholic Women’s League, Knights of Columbus, Society of St. Vincent de Paul, etc.)

Date of Agreement: _____ Between _____
 Parish: _____ (the “Parish”) of The Catholic Archdiocese of Edmonton
 And: _____ (the “Applicant”)
 For the Purpose of: _____ (type of event)

- On acceptance of this Agreement by the Pastor, the Parish grants to the Applicant, and the Applicant accepts, a license to use and occupy the Designated Areas of the Parish facility during the time set out in clause 2 below, and on the terms and conditions of this Agreement. The Facility Usage Terms and Conditions attached are part of this Agreement.

Building Name: _____ (the “Premises”)
Address: _____

- The Applicant may use and occupy the Premises at the following time(s):

Single Event

Single Event Date: _____ Time In: _____ Time Out: _____
 Preparation Date: _____ Time In: _____ Time Out: _____
 Estimated numbers: _____
 The Applicant agrees that all people shall vacate the building
 by _____ a.m. p.m.

Reoccurring Events

Please list dates for reoccurring events.

Monthly: Weekly: Starting Date: _____ End Date: _____
 Time In: _____ Time Out: _____ Estimated Numbers: _____
 The Applicant agrees that all people shall vacate the building
 by _____ a.m. p.m.

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

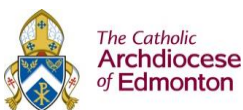
Meeting Room 1: Meeting Room 2: Meeting Room 3: Meeting Room 4: Parish Hall:
 Church Library: Church: Chapel: Grounds: Parking Lot:
 Other: _____

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

- The Applicant will pay \$ _____ as a usage fee. The usage fee will be paid in full upon execution of this Agreement by both parties.
- The Applicant will pay a holding/damage deposit of \$ _____ at the time of booking. This deposit will be forfeited in whole if cancellation is made within _____ days of the event. This deposit is refundable and will be returned _____ days after the date of the event, less any damage/cleaning costs incurred by the Parish.
- Additional fees payable to the Parish are as follows: _____ for _____
 _____ for _____
 _____ for _____
- 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. An Alcohol Liability Insurance Policy (PAL) purchased by the Applicant through The Catholic Archdiocese of Edmonton is required. The cost of this policy (subject to change by insurers) 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

- If required, the Applicant must provide proof of Third Party Liability Insurance coverage and such other insurance covering such risks, and in such amounts as the Parish requires, prior to the start of the event period. The Parish and The Catholic Archdiocese of Edmonton must be named as additional insureds on the Applicant’s insurance policy.



Facility Usage Agreement (Template) – Affiliated Ministry Group – Appendix 233B

9. The Applicant shall indemnify the Parish and The Catholic Archdiocese of Edmonton in respect of losses and damages as provided in the Schedules.
10. The Pastor has the right to revoke this Agreement at will for any reason, whether for default by the Applicant or otherwise, upon written notice to the Applicant. The Pastor may arbitrarily withhold consent in respect of any issue requiring his consent.
11. The Applicant shall not act for any undisclosed principal. The Applicant shall not assign this Agreement to any other person. Any assignment made by the Applicant shall be void and shall be a default under this Agreement.

The Applicant accepts the terms and conditions of this Agreement (including the Schedules) upon signing below:

Applicant Name: _____
(Please Print)

Applicant's Email address: _____ Cell: _____

Contact person during the event: _____ Cell: _____

Alternate contact person: _____ Cell: _____

 Applicant (Signature) _____
 Date

The Applicant shall obtain insurance as set out in clause 8: Yes No

This Agreement is binding upon and accepted by the Parish only upon being signed by the Pastor below:

 Pastor (Please Print) _____
 Date

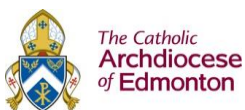
 Pastor Signature

Parish Contact during the event: _____ Cell: _____

OFFICE USE ONLY

1. Application received by: _____ Date: _____
(Name)
2. Application approved: _____ Date: _____
(Pastor)
3. Applicant Type: Affiliated Ministry Group Affiliated Organization
 Contact Person: _____ Phone: _____
4. Keys Provided: Yes No Date: _____
 Keys Returned: Yes No Date: _____
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. Alcohol Usage Approved: Yes No
 Party Alcohol Liability Insurance Policy: Yes No Amount: _____
7. Basic Usage Fee: \$ _____ Date Received: _____
 Additional Charges: \$ _____
 Other Charges (Total): \$ _____
Total: \$ _____
8. Damage/Holding Deposit: \$ _____
 Less Costs: \$ _____
Balance: \$ _____ Owing To Return

9. Notes: _____



Facility Usage Agreement (Template) – Affiliated Ministry Group – Appendix 233B

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. All archdiocesan policies apply.

Applicant Responsibility

2. The Applicant:
 - i. Must provide proper supervision for the event.
 - ii. Will comply with all laws of the Government of Canada and the Province of Alberta, all bylaws of the local municipality, and all rules and requirements of the police and fire departments or other local municipal authorities, and will not do nor suffer be done to anything on the Premises during the time of the Agreement in violation of such laws, bylaws, rules and requirements, and if the attention of the Applicant is called to any such violation on part of the Applicant or any person employed by or admitted to the Premises by the Applicant, the Applicant will immediately cease or remedy such violation.
 - iii. Will strictly observe the liquor laws of the Province of Alberta and shall comply with conditions specified in their liquor permits.
 - iv. 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.
 - v. Will not use the facility in any matter 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. The Applicant shall not keep, use or sell anything prohibited by any policy of fire insurance covering the facility. The Applicant shall comply with all requirements of the insurers applicable to the facility necessary to keep in force all policies of insurance.

Liability and Insurance

3. The Applicant indemnifies and saves harmless each of the Parish and The Catholic Archdiocese of Edmonton and its and their respective directors, officers, employees, agents, volunteers and any other person for whom the Parish or The Catholic Archdiocese of Edmonton is legally responsible, and each of them, against any and all claims, actions, damages, losses, liabilities, expenses and costs (including legal costs and expenses on a solicitor and own client basis) in connection with loss of life, bodily injury, personal injury, and damage to property arising directly or indirectly from or out of the occupancy or use by the Applicant of the Premises (or any areas, sidewalks, or common facilities adjacent thereto) or occasioned wholly or in part by any act or omission of the Applicant or its respective officers, employees, agents, customers, contractors or other invitees. This provision shall survive the termination or expiration of this Agreement.
4. All personas who provide services for the Applicant pursuant to this Agreement, whether paid for or not by the Applicants, shall be deemed to be servants, employees or agents of the Applicant for the purpose of liability and other insurance coverage.
5. The Applicant will place and maintain in force such insurance coverage as may be stipulated in the Agreement and in any Schedules to the Agreement.

Facility Usage

6. Any changes or alterations to the premises require the permission of the Pastor.
7. The Applicant agrees to leave the facility in the same condition as it was provided (reasonable wear and tear excepted), and agrees to:
 - i. Be responsible for the setting up and removal of tables and chairs.
 - ii. Leave all rooms clean and tidy.
 - iii. Return any parish equipment used (for example, white boards, projectors, screens, T.V., etc.)
 - iv. Not use TACKS, NAILS, and/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.
 - vii. Complete “End of Day” Checklist.
 - i. Notify security/parish contact person when the event/meeting has ended,
or
 - a. Complete “End of Day” Checklist.
 - b. Other _____
 - c. Other _____
 - d. Other _____
 - e. Other _____

The Applicant acknowledges having read and received a copy of the agreement and the Facility Usage Terms and Conditions:

Applicant (Signature)

Date

(Note: Points 1 through 6 are required. Please indicate any parish specific terms under Point 7)

