

## REGULATIONS FOR USE OF FACILITY

1. Scheduling of all activities shall be approved by the Pastor/Principal or their Designate.
2. The serving of food or beverages by FACILITY USE APPLICANT shall be approved, in advance, by the Pastor/Principal or their Designate.
3. At the conclusion of each activity, FACILITY USE APPLICANT shall be responsible for returning the facility to its original condition. This shall include, but not be limited to, rearranging furniture, taking trash to the dumpster and vacuuming the carpet/floor.
4. Absolutely no decorations or signs are to be attached or affixed in any way to any floors, walls, windows, doors, ceilings or chandeliers. All plaques, pictures, icons, etc. affixed to the walls are permanent parts of the facility and at no time may be removed.
5. Under no circumstances will church equipment or property be removed from the building.
6. LOCATION will provide a contact person to be available to FACILITY USE APPLICANT during all activities. The contact is fully empowered to enforce these regulations.
7. There will be no smoking inside the building. **Smoking can occur outside the building near the parking lot.** Failure to adhere to this provision is grounds for immediate cancellation of this agreement.
8. FACILITY USE APPLICANT shall pay to LOCATION a rental fee equal to \_\_\_\_\_ for each \_\_\_\_\_ from the first usage scheduled by FACILITY USE APPLICANT, to the last usage by FACILITY USE APPLICANT. FACILITY USE APPLICANT shall have access to the facility 1 hour prior to the first usage and 1 hour after the last usage. No fee will be charged to FACILITY USE APPLICANT for these 2 additional hours. FACILITY USE APPLICANT will remit the fee to LOCATION, within 5 business days prior to the first usage.
9. FACILITY USE APPLICANT 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. FACILITY USE APPLICANT 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. FACILITY USE APPLICANT shall not change or cancel this insurance without prior, written notice to LOCATION. Should the policy be cancelled by FACILITY USE APPLICANT, LOCATION reserves the right to cancel this agreement immediately, without penalty.
10. As an alternative to the requirements of Section 9, FACILITY USE APPLICANT may purchase Special Event Coverage insurance through LOCATION. If choosing this alternative, FACILITY USE APPLICANT must submit the application and 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 fee charged in Section 8.
11. If the event or program on Diocesan 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 a background check acceptable to LOCATION performed and attend a Protecting God's Children seminar prior to commencing any activity at the facility. It is FACILITY USE APPLICANT's responsibility to assure compliance with this requirement and appropriate filing of

paperwork with LOCATION. FACILITY USE APPLICANT agrees to reimburse LOCATION for costs associated with the background check and training.