

APPLICATION FOR THE USE OF FACILITIES AT HOLY SPIRIT PARISH

The facilities are only available for use by parish-sponsored activities or events or by registered parishoners.

Event Date: _____ Day of the Week: _____

Start Time: _____ AM / PM End Time: _____ AM / PM **Include all time for setup & cleanup.**

Purpose of Event: _____

Sponsoring Group: _____ Est. number of person attending event: _____

1st Responsible Person (Licensee): _____

Hm #: _____ Alt. #: _____ E-mail: _____

Mailing Address: _____

2nd Responsible Person: _____

Hm #: _____ Alt. #: _____ E-mail: _____

Will alcohol be served?: _____ Will food & drink be served?: _____ Will you cook or prep food?: _____

FACILITIES NEEDED: Please check all that apply. You will ONLY be able to use those selected and paid for, regardless if they are available at the time of your event.

Church _____	Kitchen _____ (w/ multi-purpose or meeting room A only)
Multi-Purpose Room/Gym _____	Classroom Qty.: _____
Meeting Room A _____	Chapel _____
Meeting Room B _____	Conference Room _____
Meeting Room A and B _____	

EQUIPMENT NEEDED: Please check all that apply.

6' Round Tables Qty.: _____	Setup (additional fee, call 816-820-5127 to arrange)
8' Long Tables Qty.: _____	Takedown (additional fee, call 816-820-5127 to arrange)
Folding chairs Qty.: _____	
Kitchen Appliances _____	

As Responsible Person, I understand and agree that the deposit will be forfeited if damage occurs or if extra cleanup is required after the event. I also accept responsibility for the supervision of all activity at the event and am subject to all of the policies, of which I have received a written copy and agreed to comply with such policies.

SIGNATURE

DATE

FOR OFFICE USE ONLY

Deposit: \$ _____	Insurance: \$ _____	Usage Fees: \$ _____	Total Due: \$ _____
Date of Application: _____	Date Received: _____	Date Confirmed: _____	By Staff: _____
Type of Payment: _____	Date Received: _____	Check # or credit card: _____	Amount Paid: _____

PLEASE MAKE ARRANGEMENTS TO SIGN OUT A KEY FROM THE OFFICE THE WEEK PRIOR TO YOUR EVENT.

CLEANING AND CARE POLICIES

1. The Licensee will not use nor allow use of any fasteners on the wall, tables, chairs or any other part of the Facility EXCEPT 3M blue masking tape. All such tape must be removed at the end of the event. Otherwise, the deposit will not be refunded.
2. **If you use our linens & tablecloths, make sure they are laundered and returned to the church promptly.**
3. All stands and tripods used in the Gym must have rubber bases.
4. **DO NOT ATTEMPT TO MOVE PARTITIONS/ROOM DIVIDERS. Ask a member of the Parish Staff for assistance.**
5. Absolutely no smoking or tobacco use is allowed anywhere in the Facility.
6. No gum is allowed in the Facility.
7. No pets are permitted in the Facility.
8. Licensee is responsible for all clean-up, so that all reserved rooms are left in the same or better condition prior to their use, including:
 - a. **Remove all trash from the Facility and place it in an outside dumpster.**
 - b. **Sweep and mop the floors, or vacuum (where applicable).**
 - c. **Return all tables, chairs and other Parish equipment to their storage locations.**
 - d. **Clean all kitchen cabinets and equipment and put away any items used.**
 - e. **Clean all tables.**
 - f. **Clean the restrooms.**
 - g. **Turn off all lights, appliances and water faucets.**
 - h. **Lock all doors and secure the building.**
 - i. **Take towels and washcloths home for laundering and return within one week.**
9. The multi-purpose room flooring is of a special material and requires special care. Use only a clean dust mop with no chemicals to clean this floor. Lukewarm water may be used as necessary. Do not apply any chemicals, waxes or finishes.
10. If you notice any damage to the Facility upon your arrival, contact the Parish office immediately or leave a message at 816-537-6990 if after hours.
11. The tables and chairs are available for use in the multi-purpose room and meeting rooms A & B. They must not be removed from the room in which they are intended to be used.
12. **Do not slide or drag tables, chairs or sport equipment across the floors.**
13. Hanging on basketball goals and dunking are not allowed.
14. Rice, birdseed and confetti are not allowed anywhere inside the Facility.
15. Avoid any items with red dye, including icing, red punch, wine or Kool-Aid in carpeted areas unless tarps or other material is applied to the floor.
16. Do not block open any doors. The parish staff can demonstrate how to unlock the doors.

FACILITY USE AGREEMENT FOR PARISHIONERS

This Facility Use Agreement is entered into on _____, 20__ by Holy Spirit Catholic Church (Church) and _____(Licensee), with respect to Licensee's proposed use of space at the Church on _____, 20___. Church and Licensee agree to the following rules, regulations and provisions:

1. The Church's designee shall approve scheduling of all building facilities.
2. All events must terminate by 12:00 A.M. (midnight). Events with music and/or alcohol must arrange for activities to stop at 11:30 P.M. If an event will have minors present who are not accompanied by a parent or guardian, Licensee will be fully responsible for city curfew compliance.
3. It is Licensee's responsibility to comply with all applicable laws, ordinances and regulations. Licensee is responsible for the conduct of all individuals attending Licensee's event, including, but not limited to, guests, participants, musicians, caterers, performers, and other third parties and their compliance with all applicable laws, ordinances, and regulations. **FIREARMS are not permitted anywhere on the grounds or in the facility.**
4. Any abuse of, damage to, or loss or Church property, whether real or personal, shall be the responsibility of the Licensee. Licensee agrees to reimburse the Church, upon demand, such sum as will be necessary to restore the damaged property to its original condition.
5. **Licensee assumes full responsibility for the character, acts, and conduct of all persons attending Licensee's event. Licensee hereby holds harmless and indemnifies the Church, the Pastor of the Church, the Catholic Diocese of Kansas City-St. Joseph, and their respected officers, employees, members, and agents, against any and all losses, claims, liability, or damages (including attorneys' fee) arising or allegedly arising out of injury to persons or property and relating to Licensee's use of the facility, including but not limited to those which may be asserted by third parties.**
6. Licensee will not charge for (whether by admission fee or otherwise) alcoholic beverages served at Licensee's event and will comply with all laws regarding the use and consumption of liquor.
7. **Licensee shall carry or obtain comprehensive general liability insurance in the amount of not less than \$1,000,000 and shall include the Church, the Pastor of the Church, the Catholic Diocese of Kansas City-St. Joseph**

as additional insured's thereunder. An application for insurance is available at the Parish Office, and must be submitted at least 15 days prior to the function.

- 8. Church shall assume no liability for the loss, damage or return of any items of personal property brought onto the premises by Licensee, or any of its guests. Licensee shall assume all liability and risk of loss for any loss or damage to items of personal property brought onto the premises by any member of said Licensee, or any of its guests. The Church shall assume no liability for the loss or damage of vehicles parked in the Church parking lot by Licensee, or any of its guests.

- 9. Any change or modification to this Agreement will not be effective unless made in writing and signed by both parties to this Agreement.

I / We have read and agree to the above regulations and the cleaning policies sheet.

CHURCH:

Signed Date

LICENSEE:

Signed Date