SACRED HEART PARISH

4277 Highway U, RICH FOUNTAIN, MISSOURI 65035
(573) 744-5987

RENTAL/USE GUIDELINES

Hall Rental Fees

Weddings and Anniversaries..... $200

With Dance.....……..... $300
Plus Deposit..... $ 50
Plus any damages that exceed the deposit
(Deposit will be returned providing there are no damages and the hall is clean.)

Other Events
Up to 50 people .....……..... $ 50
No Deposit Required

51 to 100 people .....…… $ 75
Plus Deposit..... $ 50
Plus any damages that exceed the deposit
(Deposit will be returned providing there are no damages and the hall is clean.)

More than 100 people $150
Plus Deposit..... $ 50
Plus any damages that exceed the deposit
(Deposit will be returned providing there are no damages and the hall is clean.)

Cooler..... $10 per day
($10 minimum starting at time it's turned on)

Summer Kitchen..... $40 per day
Deposit..... $40 (floors and all equipment must be cleaned)

Non-Parishioners.....approved by Parish Council

***** Special Event Insurance…… $125 (Make check payable to **Winter-Dent**)

- All Non-Parish sponsored Events will need to purchase an additional insurance coverage for "**Third Part Special Events Coverage**" unless you can provide proof of $1,000,000 liability coverage through your on personal insurance company which names Sacred Heart Parish and Jefferson City Catholic Diocese as additional insured parties. **Cost is $125** for the Special Event coverage. Separate check is to be made **payable to *Winter-Dent*** for $125, attach it to the contract and returned to Sacred Heart Parish.

- **Hall Rental checks** are made payable to: ***Sacred Heart Parish***

- **Deposit Payment:** Please make a **separate check payable to Sacred Heart Parish** for the deposit as this will be returned to you or discarded.

Cafeteria Use/Rental Responsibilities

Cafeteria use/rental does not include using the dishwasher, mixer or meat slicer!

1. Please call the rectory at 573-744-5987 to make arrangements to pick up the keys.

2. No consumption of alcoholic beverages anywhere on the property before wedding or other ceremonies. No alcoholic consumption on the property during Mass time. We are a Christian community and urge all to use good judgement when serving alcohol.

3. No smoking in the school.

4. No food or drink to be brought upstairs into school hallway.

5. Please **do NOT USE TAPE OF ANY KIND, STICKERS or STICKY NOTES ON SCHOOL WINDOWS**! All windows have a special tinted film on them and the use of tape will damage the filming.

6. Dances must be over by 12:00 a.m. Premises must be vacated by 1 a.m.

7. Hall must be cleaned by 10:00 a.m. on the day following the event with tables, benches etc. put back in their proper place. Please empty all trash containers including the ones in the restrooms.

8. Please wash/wipe down any tables that were used and or equipment that may have been used.

9. Sweep cafeteria/kitchen floors and mop up spills. Broom/dustpan/mop are located in the cooler room by the kitchen.

10. If anything is broken, please report it to the rectory on the next working day.

11. If your meal is catered, we ask that you use your own pots, pans and utensils.

12. If you use kitchen equipment, please clean thoroughly and return it to its proper place of storage.

13. If you use parish linens, they must be laundered and returned by the following Monday.

14. Take your trash to the dumpster by the outdoor cooler. Put new liners in the trash cans. Liners are located on the shelf under the meat slicer.

15. Re-set thermostats back to the setting you found them when you leave.

16. Please make sure all windows and doors are secured and lights turned off. Double-check that all doors are locked. Please walk around the outside of the building and check all doors, just in case someone left one open.

17. Your deposit will be returned within 10 days after the event if hall, kitchen, grounds and parking lot are clean and no damage is reported.

Please help keep things clean and put things back where you found them.

Thank you for using our facility.

Sacred Heart Parish

SACRED HEART PARISH FACILITY
LICENSE AGREEMENT FOR USE
4277 Highway U
Rich Fountain, MO 65035

Name of Organization or Individual Person: _____

Address of Renter: _____

Phone # of Renter: _____

Date requesting Facility: _____

Purpose for Use of Hall: _____

THIS NON-TRANSFERABLE LICENSE TO UTILIZE SPACE AGREEMENT ("License Agreement") is made and entered into as of the _____ day of _____, year 20___ (today's date) by and between _____ (Your name/Renter) and Sacred Heart Parish ("Parish") for license to use a portion of the School Cafeteria/Hall ("Facility") of the Parish on the _____ day of _____, 20___ from _____a.m./p.m. to _____ a.m./p.m. (Date and Time of Your Event) .

The conditions for the above agreement are as follows:

1. The Parish has the sole right to determine who may and may not use its Facility.

2. Prior approval for use of Facility must be obtained from the Parish.

3. For wedding receptions, Facility may only be used for couples who were married in the Parish church.

4. Licensee shall pay the total sum of _____ Dollars ("Rental Fee") payable to Sacred Heart Parish. Also, upon the execution of this License Agreement, Licensee shall pay a **separate check** for a security deposit ("Security Deposit") in the amount of _____ Dollars, which shall be returned or discarded upon final inspection after the event.

5. Fees and deposits pursuant to this License Agreement may be paid in cash or by personal check, money order or cashier's check. Payment made with a personal check must be paid at least fifteen (15) days prior to the date of the event. Checks shall be made payable to: Sacred Heart Parish. Any personal check not honored by the bank may result in cancellation of the event.

6. The Security Deposit will be returned upon inspection of the Facility showing satisfactory condition following the event, based on a pre-event and post-event on-site inspection by the Parish. Any damages shall be deducted from the Security Deposit.

7. The key for the Facility may be picked up two (2) days prior to the event and returned no later than 10:00 a.m. on the day following the event. Licensee is responsible for setting up for the event. If the key is needed before that time, Licensee may request earlier access to the Facility which, if approved, may entail an additional charge for the time of Parish staff.

8. The Licensee shall notify the Parish at least seventy-two (72) hours in advance of any cancellation of the dates reserved hereunder. Aside from the Security Deposit, no portion of the License Fee is refundable.

9. The Licensee assumes full responsibility for the conduct of the person(s) whom it admits and for any infraction of this License Agreement. The Licensee agrees to pay the cost of repairs of any damage which occurred during the period of its use of the Facility, which is caused by the Licensee, its agents or invited individuals.

10. The Licensee is responsible for and must provide adequate adult supervision and protection for any and all scheduled activities conducted in the Facility.

11. No unlawful conduct or unruly behavior will be permitted on the Parish premises. Such conduct or behavior will necessitate the immediate closing of the Facility and the vacating of the premises. This will also result in no refund of fees or deposits.

12. Smoking is not permitted in the Facility.

13. No pets are allowed.

14. Weapons and/or firearms are prohibited.

15. Maximum occupancy of the Facility is not to exceed 250 persons.

16. Parking area is available for use at no extra charge. Parking is subject to posted signs and regulations. Circumstances may occur that may make it impossible for the Parish to remove snow and ice. If snow and ice have not been removed by the Parish, Parish must cancel the event and will notify Licensee as far in advance as is possible.

17. No one under twenty-one (21) years of age will be allowed to possess or consume alcoholic beverages in the Facility or on Parish grounds. Licensee personnel will check IDs at the door.

18. All youth/teenage activities must be supervised by adults identified by Licensee at all times. A ratio of one adult per ten (10) youth/teens is required.

19. The Event must end no later than 12:00 A.M. EVERYONE MUST BE OUT OF THE FACILITY BY 12:30 A.M.

20. The Licensee hereby holds harmless and indemnifies the Parish, the Pastor, the Diocese of Jefferson City, the Bishop of the Diocese Jefferson City and their respective officers, directors, members, employees and agents from any and all liabilities and claims for damages arising from or by reason of injury to any person or property whatsoever, from any cause whatsoever while in or upon Parish's premises or any part thereof during the term of this contract or occasioned by or resulting from any occupancy or use of the Facility in connection with any activity of the Licensee,

except those resulting from the sole or gross negligence of the Parish, its officers, directors, members, employees or agents.

21. LICENSEE MUST BE PRESENT FOR THE WHOLE DURATION OF THE EVENT/ACTIVITY. The Parish's representatives will decide to end the event if the Licensee is not present.

22. Care must be taken to ensure that damage will not be caused to any surface because of the decorations' attachment method(s). Most table decorations will be permitted. Licensee shall be responsible for the cost of repairs to any surface damaged by the attachment or removal of any decoration. Use of flame candles is prohibited. Use of glitter, confetti or silly string is prohibited.

23. After the event, the Licensee must have all food, drink, decorations and rental items removed from the Facility by 10:00 a.m. the morning following the event in order that the cleaning crew can be in the hall at 10:00 a.m.

24. Licensee is responsible for picking up all trash, both inside and outside and bagging all trash.

25. Licensee must furnish their own liability insurance sufficient to appropriately cover member of their group and their guests while using Facility. Licensee may obtain that insurance by purchasing special events coverage by contacting Parish for the cost of $125.00 which shall be payable to Winter-Dent Insurance. (Please request an application for this coverage.) If Licensee does not purchase such special events coverage, it shall maintain liability insurance coverage, including host liquor liability coverage, on an occurrence basis in the minimum amounts of One Million Dollars ($1,000,000.00) per occurrence with a One Million Dollar ($1,000,000.00) annual aggregate and shall provide, at least ten (10) days prior to the Event Date to Parish, a certificate of insurance showing that such coverage is in effect.

SIGNED PARISH: LICENSEE: (must be twenty-one years old)

Printed Name: _____

Signature: _____

Address: _____

Phone Number:_____

Parish Representative:

Telephone:

Date:

WHAT IS *THIRD PARTY* SPECIAL EVENTS COVERAGE?

This coverage is a mechanism that allows our Diocese to extend liability coverage to an individual or organization using parish facilities for a non-parish sponsored event. For a cost of $125 per event, $1,000,000 in liability coverage is extended to a non-sponsored facility user (lessee).

WHEN SHOULD THIRD PARTY SPECIAL EVENTS COVERAGE BE UTILIZIED?

Third Party Special Events Coverage can be used when a parish or other diocesan entity allows an individual or organization to use its facilities for a non-parish sponsored activity. When determining whether an activity is parish sponsored, the following questions are helpful:

1. Does the parish have full control or final decision-making authority over the function?
2. Do fees associated with the function flow through parish accounts?
3. If applicable, is the function open to all parish members?
4. Is the purpose of the function to facilitate learning, raise funds for the parish or to provide a social service on behalf of the parish?
5. Is the organizer or leader of the function a parish employee or volunteer acting on behalf of the parish?

Generally, if the answer to any of the above questions is "no", the activity is not parish sponsored, meaning that the facility user needs to provide insurance which includes the diocese and the parish as additional insured.

When it is determined that an activity is not parish sponsored, there are two options:

OPTION I (renter providers proof of insurance)

The attached LICENSE AGREEMENT FOR USE OF PARISH FACILITIES must be completed by the organization using parish facilities. This agreement requires $1,000,000 in General Liability coverage, which must name your parish and the Diocese as additional insured.

OPTION II (renter purchases Diocesan Third Party Special Event insurance)

Third Party Special Events coverage can be purchased which will cover the individual organization holding the activity, the parish, and the Diocese.

WHO IS ELIGIBLE FOR THIRD PARTY SPECIAL EVENT COVERAGE?

Third Party Special Events coverage is designed to be extended to individuals and/or organizations (either profit or non-profit). Many individuals need this coverage for events such as private wedding receptions or family reunions. Non-profit organizations such as a charity organization may need the coverage for a pancake breakfast. A for-profit organization such as a local business may need the coverage for an employee Christmas party held on parish facilities.

WHAT IS COVERED BY 3rd PARTY SPECIAL EVENTS COVERAGE?

Below is a brief explanation of what is covered by Third Party Special Events Coverage along with some items that are excluded. Please note that this is not meant to be an exhaustive explanation of what is covered and excluded.

- Most non-parish sponsored activities can be covered under Third Party Special Events. Common examples are wedding receptions, family reunions, awards banquets, and fundraisers.
- $1,000,000 combined single limit for bodily injury and $500,000 in property damage liability is provided for the special event user, parish, and diocese. Please note that the $1,000,000 limit is shared by the covered parties and is a "per event" limit.
- Host Liquor Liability coverage is provided where alcohol is served with no charge (excludes events where liquor is included in ticket price)

WHAT IS <u>NOT</u> COVERED BY SPECIAL EVENTS COVERAGE?

- Coverage does not apply to certain events and exposures, such as, but not limited to (*other coverages may be available, please call Winter Dent*):
    - Any type of carnival event (most notably, carnival rides)
    - Fireworks & firework displays
    - Events involving BYOB (bring your own bottle)
        - If patrons bring in their own alcohol and provide it to the host for serving, this is not considered BYOB
    - Events involving lake activities
    - Events involving recreational vehicles
    - Events with attendance of more than 1,000 persons
    - Concerts featuring musical bands playing Rap/Hip-Hop/Alternative music (non-religious)
    - Events organized or operated by professional promoters/performers
    - Organized sporting events, including tournaments & camps
    - Events where a fee or admission is charged unless all proceeds go to charity (the parish or a parish ministry is considered a charity)
    - Political rallies

- Amusement rides, including mechanically operated devices, trampolines & rebounding devices, **including bounce houses**
  - Call Winter Dent for specific guidelines on bounce houses, as these events may be covered for an additional charge.
- Claims related to an epidemic/pandemic

Special items to note

Craft Fairs: If vendors are not parishioners, they will need to provide a Certificate of liability insurance that names the parish and Diocese as additional insured on their General Liability coverage in the amount of $1,000,000 each occurrence. If they do not have insurance, it can be purchased for a fee per vendor by completing a separate application. If they do not have insurance, they cannot be a vendor. Please request the Vendor as Additional Insured form from Winter-Dent.

Scouting America (boy scout troops): The Diocese general liability coverage does not provide coverage to Scouting America. If the troop is a charter organization of the parish and proper, signed paperwork is in place, they will have General Liability coverage under their national Scouting America coverage and the 3rd party coverage is not needed. If paperwork has not been completed, please contact the chancery office or Winter-Dent to discuss.

Girl Scouts - The Diocese general liability coverage does not provide coverage to any girl scout troop. The troop should provide the parish with a Certificate of Liability insurance showing at least $1,000,000 in General Liability insurance and naming the parish and Diocese of Jefferson City as additional insured, or purchase the 3rd party special event coverage. Please call Winter-Dent to discuss if the troop holds multiple events or meetings as premium consideration could be given.

4H Group - The Diocese general liability coverage does not provide coverage to any 4H Group. The group should provide the parish with a Certificate of Liability insurance showing at least $1,000,000 in General Liability insurance and naming the parish and Diocese of Jefferson City as additional insured, or purchase the 3rd party special event coverage. Please call Winter-Dent to discuss if the troop holds multiple events or meetings as premium consideration could be given.

Knights of Columbus - The Diocese general liability coverage does not provide coverage to the Knights of Columbus councils. The council should provide the parish with a Certificate of Liability insurance showing at least $1,000,000 in General Liability insurance and naming the parish and Diocese of Jefferson City as additional insured, or purchase the 3rd party special event coverage. Please call Winter-Dent to discuss if the council holds multiple events or meetings as premium consideration could be given.

To apply for coverage:

The parish should complete the 3rd party application with the lessee. **SEE INSTRUCTIONS FOR COMPLETING 3RD PARTY APPLICATION ATTACHED.**

You may contact the following for any questions on the 3rd party special event program:

Winter-Dent & Co.

Liz Mahoney, 573-493-6128, liz.mahoney@winter-dent.com

Darla Veltrop, 573-606-8254, darla.veltrop@winter-dent.com

Chancery Office

Lauren Smith, 573-635-9127, finmngr@diojeffcity.org

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

DIOCESE OF JEFFERSON CITY - 195

APPLICATION FOR SPECIAL EVENTS COVERAGE (premise leased to others)

Coverage Limit: $1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, $500,000 Property Damage Liability. Coverage provided is per event (not per claim). **Submission of application does not bind coverage - all events are subject to approval.**

Coverage underwritten by **Markel Insurance Company;** Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: $125 Per Event (Overnight Stays - $155)

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

Name of Parish or Institution and Parish #:

_____

_____

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

City/State: _____ **ZIP Code:** _____

Phone No. _____

Lessee/Additional Insured Information (Name of 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: _____

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

(Please Print E-mail(s) Clearly)

shrf1838@sacredheartrf.com

_____

_____

Date of Event: _____

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a **FUNDRAISER, be specific** about what is occurring):

_____

_____

Time of Event: From _____ To _____

Is this an overnight event? _____ Yes _____ No

Approx. Number of Participants: _____

Is Food Being Served? _____ Yes _____ No

Is Liquor Being Served? _____ Yes _____ No
(Include Beer & Wine)

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain **LIQUOR LIABILITY** coverage by separate application.
Does this event require the additional coverage? ____ Yes ____ No

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

Coverage is not guaranteed until approved by the insurance company

Questions? Call Liz Mahoney at Winter-Dent & Co. 573-493-6128

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

- Any carnival event
- Fireworks & fireworks displays
- **Events involving 'BYOB' (Bring your own bottle)**
- Events involving pool or lake activities
- Events involving recreational vehicles
- Non-religious musical performances/concerts (contact us for special exceptions)
- Events organized or operated by professional promoters/ performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- **Amusement rides, including mechanically operated devices, trampolines, & rebounding devices including bounce houses**
- Claims related to an epidemic/pandemic

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (**Must be pre-approved**, picture required. Minimum charge of $100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

MAKE CHECK PAYABLE TO: WINTER-DENT
RETURN CHECK WITH FORM TO:
Winter-Dent
Attn: Liz Mahoney
PO Box 1046
Jefferson City, MO 65102

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108