

ASSUMPTION ROMAN CATHOLIC CHURCH
Facility Use Agreement

This Agreement made this ____ day of _____ 201__, in the Town of Hay River, Northwest Territories.

BETWEEN _____

AND **Assumption Roman Catholic Church**
 Rectory – 67 Woodland Drive
 Hay River, NT X0E 0R8

In consideration of the mutual promises contained in this agreement, the above parties agree as follows:

1. The Assumption Roman Catholic Church hereby authorizes the use of the following facilities and equipment (Facility)

2. The agreed upon time schedule for this use is as followed:

3. Rental of the entire Church, including the Parish Hall, requires prior approval from the Facility Rental Committee, which is comprised of one member of the Parish Council and the Pastor.

4. The User agrees to follow all the Conditions and Regulations of the Assumption Roman Catholic Church Use Policy as attached to this agreement.

5. The User agrees to make a Damage Deposit of \$100.00 before use of the Facility will be granted.

This damage deposit may be applied to any charges or expenses incurred as a result of *any damages, clean up cost, or any other costs* associated with the Users use of the Facility.

An automatic deduction of \$25.00 will be applied to the damage deposit for lost keys.

A minimum deduction of \$50.00 will be applied to the damage deposit for cleanup costs if the Facilities, including Equipment, are not left in the condition in which they were originally rented.

If there are no costs associated with the use of the Facility, the Damage Deposit will be returned to the User in full at the end of the term of this agreement.

Conditions and Regulation of the Assumption Roman Catholic Church Use Policy:

1. The User is fully responsible for the reimbursement to the Assumption Roman Catholic Church for the cost of any repairs due to damage caused during the use of the Facility.
2. Notwithstanding the provisions of this Agreement, The Assumption Roman Catholic Church shall reserve the right to cancel the said Agreement at any time if the activity being undertaken by the User is not the best interest of the Church's Parish.
3. The Assumption Roman Catholic Church and the associated staff shall not be held liable for any loss, injury, or damage associated with the Users use of the facility authorized under this Agreement, nor for any loss, injury, or damage caused by acts or omissions by the said User.
4. The User shall, at all times, indemnify the Assumption Roman Catholic Church and the associated staff against all damages which may be imposed on, or incurred by the Assumption Roman Catholic Church as a result, or arising out of the use of the Facility, by the User.
5. The Assumption Roman Catholic Church and the associated staff have no insurance responsibility toward the Users use of any Facility as a result of this Agreement. Property, Accident and Liability Insurance is the sole responsibility of the User.
6. The User shall obtain any and all licenses, including liquor licenses, as required.
7. The User is solely responsible for any and all costs that are associated with the approved use of the Facility.
8. The User shall be at liberty to terminate their use of the Facility, and the Agreement, for any reasons whatsoever, on written notice such as cancellation being received by the Assumption Roman Catholic Church.
9. Term of this agreement is to be agreed upon at the signing
10. Special conditions, if applicable

**Assumption Catholic Church
Facility Use Agreement**

1. User will be shown the hall and sign for a key. A representative will show the hall and issue the keys.

Keys issued by _____

User signature: _____

Dated: _____

2. The Facility, including Equipment, is to be returned to the same manner it was before the User used the Facility. A minimum cleaning fee of \$50.00 will be charged if the Facilities are not left in the condition in which they were originally rented, or for excessive use of supplies (i.e. hand towels, toilet paper, hand soap, etc). A member will inspect the hall to ensure it is returned appropriately.

The Facility is returned in appropriate condition: Signature: _____

3. Loss of Key will be a \$25.00 charge for replacement.
4. Thermostat to control the heat can be adjusted by using the arrow keys to increase or decrease the temperature. The thermostat should be returned to 16 degrees.
5. User should ensure that the Church is secured/locked when vacating the premises at the end of the function.

RENTAL FEE SCHEDULE – PRIVATE FUNCTION:

	Standard	Parish member	Non-for-profit organization
Parish hall			
Hourly rate – hall or kitchen	\$55/hour	\$45/hour	\$35/hour
More than three hours, plus kitchen	\$200.00	\$165.00	\$130.00
Daily rate, plus kitchen	\$300.00	\$250.00	\$200.00
Church rental plus parish hall	\$450/day		

Name and Contact Information of the Organization Using the Facility:

Name Representative
Assumption Roman Catholic Church

Authorized Signature

Name
User Group Representative

Signature

At the end of the schedule on this agreement if there is no damage the deposit will be return to the Renter:

Organization Representative Signature deposits received:

Assumption Roman Catholic Church Administration Signature:

Deposit Amount Returned and Returned Date:

ASSUMPTION ROMAN CATHOLIC CHURCH

Insurance Waiver Form

We do hereby release the Assumption Roman Catholic Church and the associated Parish Council from any and all insurance liabilities arising out of the applicant's use of the Church facilities in as outlined in the Facility Use Agreement.

Organization

Signing Authority

Assumption Roman Catholic Church
Representative

Date