

ST. LAWRENCE, ST. MARY AND ST. TERESA  
FACILITY RENTAL AGREEMENT FOR **PARISHIONERS**

Parish Office: 542 Walnut Street, Lawrenceburg, IN 47025 Phone: 812-537-3992

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**LOCATION OF EVENT (please check one)**

Select One	Location	Address	Capacity	Kitchen	4 Hour Rental	Addtl Hour*
<b>St. Lawrence Catholic Church</b>						
	- Lower Level	542 Walnut Street	150	Yes	\$100	\$25
<b>St. Mary Immaculate Conception</b>						
	- Activity Center	214 5th Street	272	Yes	\$100	\$25
<b>St. Teresa</b>						
	- Parish Community Center	23272 Gavin Lane	150	Yes	\$100	\$25

\* HOURLY RENTAL HAS A MINIMUM TIME OF 4 HOURS

Renters **MUST** also pay an additional damage deposit of \$100 (*This will also secure the requested rental date*) and obtain comprehensive general liability insurance in the amount of not less than \$1,000,000. Please see page 3 for further details. **Additional fees that may apply:** Clean Up fee \$125 per event.

EVENT DESCRIPTION \_\_\_\_\_

RENTAL DATE \_\_\_\_\_

\* ACTUAL EVENT BEGIN TIME \_\_\_\_\_ AM/PM \* ACTUAL EVENT END TIME \_\_\_\_\_ AM/PM

ENTERING THE FACILITY BEFORE THE TIME LISTED ABOVE OR STAYING LATER THAN STATED ABOVE **WILL** RESULT IN ADDITIONAL RENTAL FEES (*other groups may be in front of you or behind you – so please be courteous*) NO RENTALS TO END PAST 1:00AM

\$ \_\_\_\_\_ rental  
 \$ \_\_\_\_\_ other fees \_\_\_\_\_  
 \$ \_\_\_\_\_ damage deposit (this will be returned to renter after event)

**TOTAL DUE:** \$ \_\_\_\_\_

PAID AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_ Check/Cash: \_\_\_\_\_ PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ Check/Cash: \_\_\_\_\_

**Renters are responsible for all guests and their actions while they are on the premises.** In the instance of excessive clean up having to be done by the parish (i.e. vomit or any bodily fluids on the premises, excessive fluids on floor, trash outside the building, etc.), the renter will be assessed a fee depending on the circumstances and this fee will be taken from their damage deposit OR if no damage deposit was collected, renter will be billed these fees.

**RENTAL CONDITIONS:**

1. **Payment of rental fee:** Must be 21 years of age or older to rent and the total deposit fee is due at time of signing this agreement. Facility **will not** be held until this is done. Balance is due **prior to event**.
2. Cancellation of this reservation, initiated by the renter, will result in a **20%** loss of all monies paid to date of cancellation.
3. All rentals are subject to cancellation by St. Lawrence, St. Mary or St. Teresa at any time and for any reason. Best efforts will be made to provide advanced notice of cancellations and all monies paid will be refunded if the cancellation is initiated by the parish.
4. Entering the facility before the time stated or staying later than the time stated **will** result in additional rental fees that the renter will be obligated to pay. (**other groups may be in front of you or behind you – please be courteous**)
5. The renter should arrange a time to pick up a key to the facility (if applicable) at time of signing this agreement.
  - a. For facilities with key lockboxes, a key code will be sent via text message or by email prior to the rental. This temporary code you enter will unlock the lockbox to gain access to the door key. Lockboxes are located on wall outside the door or on the door handle of the facility.
  - b. Temporary codes are valid for 4 hour predetermined times. The code you receive may be valid before your actual event begin time. You should not enter the facility until your designated time period.
  - c. Depending on your rental times, you may receive 2 codes to cover your entire rental period. Be sure to carefully read the text or email listing the times for each code.
6. The distribution of alcoholic beverages at any event is subject to the laws of the Indiana Alcoholic Beverage Commission. The renter must obtain all permits for distribution of alcoholic beverages. The rental is also responsible for liability insurance.
7. The renter must follow all rules and regulations of the Indiana Gaming Commission and is responsible for any permits for gaming.
8. Children, under the age of 18, are not allowed in the facilities or on the playground without adult supervision
9. Damage to the facility will forfeit the damage deposit in an amount equal to the amount of the damage. The renter will be responsible to reimburse the parish for all damages.
10. If clean up fee is not included in rental or if renter has not made arrangements for a clean-up team, renters will be responsible for clean up immediately following their rental. If a clean-up team is being used, **renters will be responsible for cleaning off the tables and emptying all trash into the dumpster. Renters are to take all personal items, decorations and rented items out of the building immediately following their rental.**
11. Damage or disposal of personal property left in the building after completion of event is not the responsibility of the parish or parish personnel.
12. Use of all facilities of our parishes is subject to supervision by the owner.
13. Please complete, sign, and leave the cleaning checklist sheet located in the kitchen at the end of the rental.

**RESTRICTIONS:**

- A. Use of open flames, glitter, confetti, powder, rice, birdseed and sand are prohibited inside or outside the buildings
- B. No nails, thumbtacks, tape, or staples can be used on the walls, floors, tables, doors, windows or bleachers.
- C. No tables from other facilities may be brought into or removed from the facilities.
- D. ABSOLUTELY NO SMOKING IN ANY OF THE PARISH BUILDINGS.
- E. No pets or animals are allowed in the facilities or on parish property.

**Violations of these conditions or restrictions could result in loss of part or all of the damage deposit. If damages exceed the damage deposit, then the renter will be billed the remaining balance of the damages assessment. Rental of specific facilities is strictly for THE RENTED FACILITIES AND THEIR CONTENTS ONLY. Use of other facilities and their contents is forbidden unless they are also rented. Additional rental fees will be assessed for unauthorized use.**

I have read, understand and agree to comply with all the above-mentioned conditions of this rental agreement. I agree that I shall be responsible for any damages or injury sustained to or on All Saints Parish property as a result of actions by myself, participants, guests, and/or spectators. The undersigned will indemnify, defend and hold harmless All Saints Parish and/or any person affiliated therewith from all Liability for such damage or injury.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Forming the saints God is calling us to be by providing faithful teaching, authentic worship, and compassionate service. Our faith and actions nourish engaged Catholics, inspire unengaged Catholics, and invite all to Christ's Church.*

September 1, 2024

MEMO: Rental Insurance Requirements for St. Lawrence, St. Mary and St. Teresa Parish Facilities Rentals

The Archdiocese requires all parties renting our facilities to carry or obtain comprehensive general liability insurance in the amount of not less than \$1,000,000 and shall include the parish location, the Pastor of the church, the Archdiocese of Indianapolis as additional insureds thereunder.

This coverage is required for anyone that rents a parish facility, parishioner or non-parishioner. Insurance would be required for one-time and recurring rentals. Common examples of rentals are graduation parties, birthday parties, family and class reunions, sporting events, family parties, etc.

Ministries of the Parish that use facilities are not required to obtain liabilities insurance. A list of approved parish ministries can be found on the next page.

Renters are able to purchase general liability insurance from an insurance company of your choice. Most insurance companies can extend coverage from your homeowner's policy to get the required liability coverage and if that is not an option, they will write a separate policy. We recommend starting with your homeowner's policy for the most cost-effective option. Once the policy is issued, a copy needs to be submitted to the parish office or rental coordinator. The Archdiocese of Indianapolis offers coverage through Gallagher Bassett Insurance Company and can be applied for online at <https://www.kandkinsurance.com/programs/event-insurance/catholic-diocese-tulip-insurance> or by phone 800-553-8368. Locations are listed as follows: Immaculate Conception for St. Mary's, St. Lawrence and St. Teresa Benedicta of the Cross.

We anticipate the cost for a one-time event to range from \$20-\$100 if the policy is an extension of your homeowner's policy. If not, the cost is anticipated to be around \$190. If this is a recurring rental (weekly or monthly) and an extension of your homeowner's policy, we anticipate the price to be around \$100 a year

Most insurance companies will not write a liability insurance policy for certain activities outlined below so these activities would not be permitted at our parish facilities.

- Any activity with firearms
- Fireworks
- Events with more than 1,000 people in attendance
- Events lasting more than 72 hours
- Inflatable devices (bouncy houses, etc.)

Any rentals will need to provide proof of insurance at least 7 days prior to the event.

Thank you for your cooperation and understanding.

Fr John Hollowell and Fr Jonathan Meyer  
Pastors in Solidum

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### **FAITHFUL TEACHING**

Bible School (VBS) Preschool  
Youth Ministry  
Young Adult Ministry  
Adult Faith Formation  
OCIA  
Lenten & Advent Programming  
Corpus Christi Processions  
Marian Processions  
Lenten Talk Series  
The E6 Catholic Men's Conference

### **AUTHENTIC WORSHIP**

Perpetual Adoration  
Perpetual Adoration Sub  
Altar Server (Grade 3-7)  
Altar Boyz (Grade 8-12)  
EMHC  
Reader  
Sacristan  
Ushers  
Liturgical Environment  
Cantor  
Choir  
Musician  
Wedding Site Coordinator

### **COMPASSIONATE SERVICE**

Ladies Sodality  
Pro Life Ministry  
Pre Turkey 5K  
Church Cleaning  
Military Appreciation Program  
Christmas Compassion  
Funeral Meals  
Bereavement Ministry  
Festival Worker  
L.O.C.K  
Miscarriage Ministry  
Compassionate Care Committee

### **MANAGEMENT – in the mindset of compassion**

Parish Pastoral Council  
Finance Council  
Leadership Teams  
Physical Facilities  
Landscape and Flowers

### **NOURISH – INSPIRE – INVITE**

CONNECT  
Embrace Grace  
AA  
Daughters of Isabella  
St. Ann Altar Society  
EMHC to Sick and Shut-In (Pax Christi)  
Sponsor Couples for Holy Matrimony  
Rosary Group  
Camera Coordinators at Mass  
Connect  
Volunteer