

# Our Lady of the Springs

4047 NE 21<sup>st</sup> St.  
Ocala, FL 34470  
352-236-2230

## RENTAL AGREEMENT

### Parish Hall – Pavilion – Education Building

#### RATES ARE NON-NEGOTIABLE

<u>Rental Area:</u>	<u>Non Active &amp; Non- Parishioner:</u>	<u>*Active Registered Parishioner:</u>
Education Building:	\$100.00 per day	\$ 50.00 per day
Farrell Hall Only	\$500.00	\$300.00
Farrell Hall & Kitchen	\$750.00	\$500.00
Pavilion	\$300.00	\$150.00
Damage/Cleaning Deposit	\$250.00 (Hall) \$100.00 (Ed. Bldg)	\$250.00 (Hall) \$50.00 (Ed. Bldg)
Insurance: (\$1 mil coverage)	\$100.00 (1-1000 People)	\$120.00 (Overnight) \$200.00 (up to 3 days)

[See 2<sup>nd</sup> to last sheet for Insurance info]

\* - An Active Parishioner is any ADULT participating Catholic who has been registered in our parish for not less than six (6) Months.

**Damage/Cleaning Deposit** and the **Insurance** are due on the signing of the Rental Agreement. The rental fee is due and payable **IN FULL** two (2) weeks prior to the rental date. Failure to pay the rental fee on time will result in the cancellation of reservation and forfeiture of deposit paid.

In the unlikely event that damage occurs to any Our Lady of the Springs property as a result related to this Rental Agreement, the responsible party (who signs Agreement) hereby agrees to assume all liability and expense and agrees that, in addition to any other rights as against such party's guests or others, Our Lady of the Springs may recover all necessary fees to fully repair any such damages directly from the responsible party herein. The responsible party herein shall indemnify, defend and hold harmless Our Lady of the Springs and it's officers, staff, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "claims") arising out of or cause by the responsible party herein, their negligence or intentional misconduct.

During the function, Our Lady of the Springs representatives hereby have the right to enter and inspect all functions. If Our lady of the Springs representatives observed any illegal activity or activity that may result in harm to persons or objects, Our Lady of the Springs representatives have the right to immediately cancel the event, in which case all of the responsible party's guests and invitees must immediately vacate the premises. In such event, the responsible party will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement. Failure to allow representatives access will result in immediate cancellation of the event also.

This Rental Agreement and any Exhibits hereto constitutes the entire Agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representatives of each party herein.

## POLICY FOR USE OF OUR LADY OF THE SPRINGS FACILITIES

Our Lady of the Springs takes pride in its Facilities and is pleased that our community can avail themselves of their use. However, with this use comes the responsibility of maintenance and proper treatment of each of our facilities and their contents. The following procedures **MUST** be followed by **EVERY GROUP** who uses any of Our Lady of the Springs facilities:

1. A Scheduling Request Form must be completed and approved for each use.
2. The Key Code will include a checklist that must be performed at the beginning and the end of your event. The Key Code is for the use of the signee and is not to be given to anyone.
3. The Key Code will be assigned the day before the day of your event. It will not be activated until the day of your event and will be removed immediately at the end of your event.
4. Under **NO** circumstances should there **EVER** be anyone under the age of 18 using a facility without an adult present.

### Rental Conditions

1. **USAGE POLICY**: The priorities for usage are: parish functions, parish organizations, parishioner's special events (wedding reception, etc.) and then non-parish organizations.
2. **RESERVATIONS AND DEPOSITS**: All reservations, deposits, and other arrangements are to be made with the Facility Director. Normally, reservations will not be made more than three months in advance. Reservations for wedding receptions may be made at the same time the Church is reserved.
3. **HALL SETUP**: The set-up is the renter's responsibility. The renter can use the available tables and chairs that are part of the normal furnishings. When moving the tables and chairs **DO NOT** pull or shove them across the floor. They **MUST** be lifted off the ground and moved to deter from marking the floor.
4. **HOURS**: Events must end by 11:30 pm and the premises cleared by 12:00 Midnight. Remember that we are located in a residential area and noise must be kept to a minimum. [10:30 pm – 11:00 pm for Pavilion]
5. **DAMAGE DEPOSIT**: A deposit will be required to cover the cost of any minor property damage or garbage spilled over the grounds, outside or inside the facility. It will be the responsibility of the renter to make note of any existing damage prior to the event and call it to the attention of someone on the parish staff. The renter is responsible for any damage or garbage caused by the musicians or caterers. If no damage or garbage occurs the deposit will be refunded one week after the event.
6. **SMOKING**: This is a **NO SMOKING** facility. If cigarette butts are found on the floor or outside on the ground, part or all, of the deposit will not be refunded.
7. **CLEANING**: The renter and/or the caterer will be expected to bag all ordinary trash and place it in the dumpster located outside the back of the Parish Hall. Spills on the tables and/or floor should be water mopped. Floor needs to be swept. Cleaning equipment is located in the closet inside the Kitchen. This clean up includes trash thrown by guests of the renter outside the facility, over the parking lot, etc. [Overflow garbage of the dumpster **MUST** be removed by the renter]

8. **KITCHEN**: The gas ranges, ovens, unlocked refrigerators and freezers and the ice maker may be used. Pots, pans and other utensils must be supplied by the renter or caterer.
9. **STAGE**: The stage is designed for theatrical events. Only musicians or other entertainers are to be allowed on the stage. Food is not allowed on the stage. Children should not be allowed to run or play on the stage, or outside the facility.
10. **SOUND SYSTEM**: If the sound system is to be used, it will be turned on for the event. Microphones and stands will be supplied if needed. Any DJ or Band systems should run on their own and not run through our system. [Due to misuse no one is allowed to alter sound system.]
11. **BATHROOM FACILITIES**: Bathrooms are to be cleaned after the event. Any spill, garbage or other cleanup is the renter's responsibility. Cleanup by the Parish will result in usage of the Deposit.
12. **ALCOHOL**: Minors are never allowed to consume alcohol. Alcohol may not be consumed outside the facility, on the parking lot, etc. the deposit is automatically forfeited if this happens. The renter will be held responsible for the behavior of their guests.
13. **AIR CONDITIONING & HEATING**: the air conditioning and heating equipment is controlled by the office. Thermostats in the facility will be programmed for your event. Due to the high cost of electricity the system will not be programmed to turn on during the set-up time for an event. The system will turn on in sufficient time prior to an event to insure comfortable temperatures. The front doors should not be propped open while the system is in operation. The Allen wrench attached to the key ring on the front door will unlock the doors from the inside (the panic bar).
14. **LIGHTING**: The ceiling lights are sectored off and switches are in the northeast corner of the building. Stage lights are found to the stage left wall at the base of the stairs. THEATRICAL LIGHTING and Spot Light are used only with an authorized operator that has been approved by the Facilities Director and trained through the Ocala Civic Theatre. [There will be an additional cost for using Theatrical lighting that will be non-refundable.]
15. **DECORATIONS**: No tacks, tape, nails or staples may be used on the walls, windows or tables to fasten decorations. Nothing may be attached to the ceiling. Use only mounting putty that will not damage paint. All decorations must be removed from the facility after the event.
16. **UNDER NO CIRCUMSTANCES** may you apply dance wax, meal, or any other substance to the floor for any purpose what-so-ever. [this includes rice, birdseed, bubbles etc. for weddings]
17. **HALL CAPACITY**: Fire regulations prohibit more than 300 people for a sit-down dinner. Or 500 for finger food reception/dance.
18. **INSURANCE**: Renters, who are organizations, or individuals not participating in a parish activity, will be required to submit a Certificate of Insurance prior to the event. (You can obtain your own from your home owners insurance or through the Diocese, copy attached) Failure to submit a certificate by the agreed upon date will nullify the rental agreement and forfeiture all deposits on account. [Certificate of Insurance should be for \$1 million coverage]



## DIocese of Orlando -FACILITIES USE PROGRAM 2011-2012

INTENT OF THIS PROGRAM: Provide coverage for events or activities held at PARISH/DIOCESAN facilities that are not sponsored by the Parish or other Diocesan Entity.

INSURANCE COMPANY: Nationwide Mutual Ins. Co.

**Shared LIMITS for the year:**

Each Occurrence \$1MM	Personal and Advertising \$1MM
General Aggregate per Event \$1MM	Damage to Premises rented to you \$300,000
Products Completed Operation AGG \$1MM	Premises Medical Payment \$3,000

<b>Attendance</b> Pricing is based on daily attendance for the entire time of the event up to 3 continuous days (Please see attached list of approved events)	<b>1-TO OBTAIN COVERAGE</b> Please forward a complete form to Arthur J. Gallagher RMS, Inc. Attn: Religious team  <b>Fax 305-716-3293</b> Phone (if questions) 1-800-488-3003	<b>2-PAYMENT CHECK:</b> Please forward payment check or money order payable to the:  <div style="text-align: center;">                     Diocese of Orlando                      Attn Roger Barnes                      50 East Robinson Street,                      Orlando , FL 32801                 </div>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1-1,000 participants</td> <td style="width: 50%; text-align: right;">\$100.00</td> </tr> <tr> <td>Overnight Events (2 days)</td> <td style="text-align: right;">\$120.00</td> </tr> <tr> <td>Events scheduled for up to 3 days in length</td> <td style="text-align: right;">\$200.00</td> </tr> </table>	1-1,000 participants	\$100.00	Overnight Events (2 days)	\$120.00	Events scheduled for up to 3 days in length	\$200.00		
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<u>PARISH OR INSTITUTION INFORMATION</u> (where event takes place)	<u>EVENT INFORMATION</u>
Location Name _____ Complete Street Address/zip: _____ _____ Location Contact Person: _____ _____ Phone No. _____	1. Type of Special Event Please specify _____ 2. Event Contact Person (Name, Complete Address & Phone #): _____ _____ 3. Name of Sponsoring Organization or Individual Requesting Coverage /Named Insured: _____ 4. Date of Event: _____ 5. Time of Event: From _____ To: _____ 6. Is Liquor being served? Yes <input type="checkbox"/> No <input type="checkbox"/> 7. Is Food being served? Yes <input type="checkbox"/> No <input type="checkbox"/> 8 Any Vendors? Yes <input type="checkbox"/> No <input type="checkbox"/> 9. Approximate Number of Participants: _____ 10. Amount paid: \$ _____

**IMPORTANT**  
 NOTIFICATION OF ANY EVENT MUST REACH ARTHUR J. GALLAGHER AT LEAST **6 DAYS** IN ADVANCE OF THE EVENT (Thank you for your cooperation)  
 LATE EVENTS WILL BE DENIED BY THE COMPANY.

- Overnight events will need to complete the K&K Questionnaire for AMHS Conduct Defense Kindly please specify and describe activities on a separate page if needed. Also advise if any children are part of the event
- This is issued as a matter of information only and does not amend, extend or alter the coverage provided by the actual insurance policy
- Vendors are not cover under this policy. If any vendor (Professional or non-Professional) is going to be part of this event, they must provide a current certificate of insurance, showing General Liability, Auto Liability and WC The limits of at least \$1MM (for each line of coverage) should be required. Higher limits may be needed in certain cases. The certificate must name as additional insured, the 1) Diocese of Orlando, 2) your Entity \_\_\_\_\_ and the 3) Bishop Most Reverend John Noonan

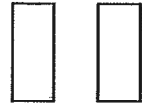
Approved events	Non-approved events	Need Approval
Auctions Awards Presentations Banquets Baptisms receptions Bazaars Beauty Pageants Bingo Games Birthday parties Body Building Contests Business Meeting Carnivals (No amusement devices) Charity Benefits, Auctions & Sales Concerts (Classical, Country & Western, Pop Rock, Bluegrass, Oldies) Confirmations Conventions Dances Debutane Balls Demonstrations (Cooking, Aerobics, self Defense) Dinner Theater Expositions Festival/ Fairs Food Concessions Graduations Heads of State Events Instructional Classes Job Fairs Lectures Meals(charity breakfast, Luncheons, Dinners) Meeting(AA, Single Parents, Weight Loss) Memorial Service Operas Pageants Picnic W/Out Pool or Lake Activities Play Prom Party/Receptions Recitals Religious Assemblies Reunions Rummage Sale School Band/Drill completion Seminars Shower (Baby, Bridal) Shows (Art, Antique, Static, Automobile, Ballet, Boat, Craft, Fashion, Home & Garden, Holiday) Shows(Talent, Stage, Performances, Dance, Social Receptions Speaking Engagements Trade Shows Voter Registration Wedding (Wedding Receptions/ Rehearsal, Dinners, Wine Tasting Workshops (Scrapbooking , Quilting)	Fireworks  Parades  Recreational Vehicles(4 Wheelers, any car show that isn't static only, snowmobiles)  NO BYOB (bring your own beer)  Political Rallies  Water Activities (Pool parties, fishing tournaments, swim lessons)  Inflatable, Hayrides, dunking booths	Any event over 3 days  Events not listed  Overnight events exceeding 72 hours  Events above 1000 attendance  Pro-Life events

Counter

6 Foot

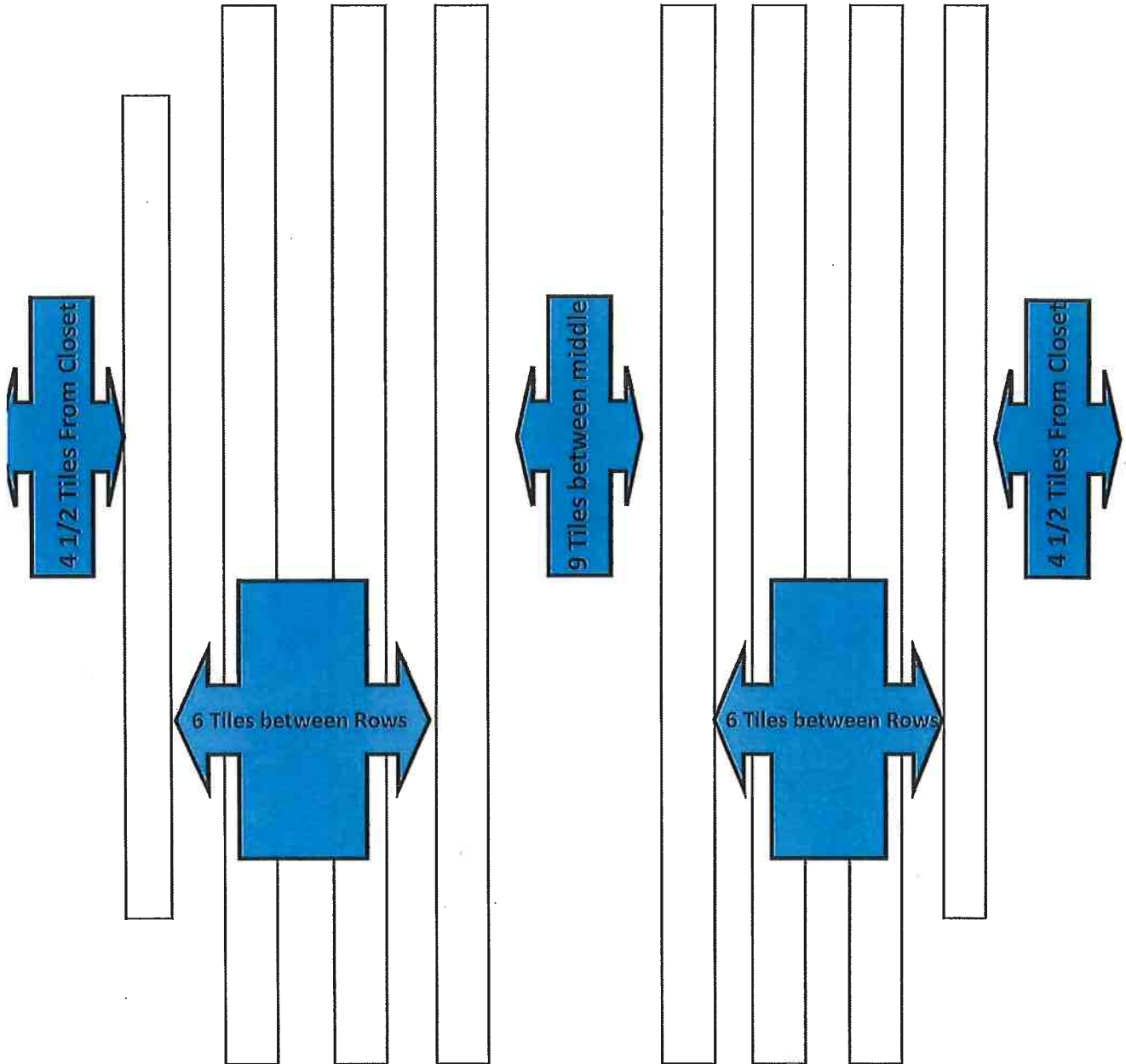


Stage Apron



2—8' tables w/ 6 chairs

Rows start at the 8th White Tile marked by X's



Middle 6 rows have 7 tables each.

Left End rows has 5 tables, Right End row has 6 tables.

Each Table should have 4 chairs.

Hall MUST be reset this way after each use!