

St. Anthony Catholic Church

1900 Huntsville Highway
Fayetteville, Tennessee 37334
Telephone 931-433-6525



FACILITY USE GUIDELINES & POLICIES

(General)

July 2021

ST ANTHONY CATHOLIC CHURCH FACILITY USE GUIDELINES AND POLICIES

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I. GENERAL GUIDELINES

A. Purpose

The St. Anthony Catholic Church, also known as SACC, facility will be made available for parish, parishioner, and non-parishioner activities that are consistent with the Mission and values of St. Anthony Catholic Church as listed below:

“Being centered in Christ, nurtured by the Eucharist, our covenant is to extend Christ’s peace and compassion to all. The Mission of St. Anthony Parish is to be a loving, joy-filled Catholic community of faith, dedicated to the growth of God’s Kingdom and the living of the Gospel. We are committed to spiritual development through prayer, education, worship and service.”

B. Qualification for Use of Facilities

1. Priority for the use of the facilities shall be given to parishioners* and organized groups that are a part of the ministry, organization, or sponsored activities of St. Anthony Catholic Church as follows:

- a. Parish Council, parish-sponsored committees, groups and programs**
- b. Appropriate religious functions for parishioners**
- c. Other charitable organizations as sponsored by parishioners**
- d. Non-parish groups/organizations as approved by the Facilities Director**

***Parishioners are defined as a person/family officially registered through the parish office and actively participating in the life of the parish for a period of one year prior to any inquiry and request to reserve space. Exceptions will be made for persons/families who have joined the parish within the past year and have a letter of reference from their previous parish stating they were active, contributing members of that parish.**

2. The facilities and equipment of SACC will be made available only to non-parishioner groups that meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of SACC.**
- b. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.**
- c. Groups that are known to SACC. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and names of its officers or leaders.**

3. **SACC reserves the right to cancel any use agreement at any time if group is not in compliance with St. Anthony Catholic Church's mission and Facilities Use Guidelines & Policy**

C. Operations

1. Building Access

Keys/keycards may be provided to the leaders of various parish committees. Others will be required to pick up a key during office hours or make arrangements for having someone unlock the building. Arrangements will be made for key return through the Facilities Director. Only parish office staff will be furnished with keys to the separate Office and Administration area.

2. Building Hours

Facilities are available between 9:00 a.m. – 10:30 p.m. Any use outside these hours must be approved by the Pastor or Facility Director.

3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the parish office. Office hours are 9:00 a.m. – 12:00 p.m. Monday through Thursday. Scheduling requests should be made on an Event Request Form (Attachment A). All non-parish sponsored groups must provide a copy of a Certificate of Liability Insurance. (See #5 below.)

4. Event Request/Reservation Form

When a reservation request is made, a copy of the *Facilities Use Guidelines and Policies* and Event Request form will be given or sent by SACC to the requesting group. The event will be put on the church calendar once the request has been approved, and the security deposit, Event Request Form, and Certificate of Liability Insurance (for all non-parish sponsored groups) are completed, signed, and returned to St. Anthony.

5. Insurance

There are risks connected with activities. St. Anthony Catholic Church is not responsible for injury to someone participating. This includes suits and demands whatsoever in law or in equity.

St. Anthony is required by the Diocese to have \$1,000,000 liability insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the St. Anthony Office (931-433-6525) to arrange coverage. We will process the necessary paperwork (attachment E) for a fee of \$100 to obtain the proper coverage, or you may obtain a Certificate of Liability from another source. This Certificate must name St. Anthony Catholic Church and the Diocese of Nashville as "Additional Insureds." We cannot be "Certificate Holders". A Facility Usage/Indemnity Agreement (Attachment B) must also be signed when non-parish sponsored or affiliated groups use parish facilities.

In certain situations (such as adult athletic participation or a craft fair), an Adult Hold Harmless/Indemnity Agreement (Attachment C) must also be signed.

All outside vendors/event Directors (i.e., caterers) are required to provide the parish with a Certificate of Liability Insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence. The Certificate of Liability Insurance must name St. Anthony Catholic Church and the Diocese of Nashville as “Additional Insureds.” We cannot be “Certificate Holders.”

D. Fees*

There will be no charge for use of the Worship Area for parishioners’ religious services (weddings, funerals, etc.), and no building use fee will be charged to parish-sponsored groups. However, there will be a charge to both parishioners and non-parishioners for use of the facility for non-parish sponsored activities. There is also a standard, refundable security deposit fee of \$350 and cleaning deposit of \$250. These deposits will be refunded in entirety, unless there is damage to the facility or grounds or the rented area or grounds are not left clean.

FACILITY FEES* - Non-Parish Sponsored Events

	<u>PARISHIONER</u>	<u>NON-PARISHIONER</u>
Church	No Charge	\$650
Memorial Hall	No Charge	\$75
Classroom(s)	No Charge	\$25/Hr./Room
St. Joseph Hall/GYMNASIUM (Sports)	No Charge	\$50 Max/Hr.
Stage	No Charge	\$150
St. Joseph Hall	No Charge	\$400
St. Joseph Hall & Kitchen	No Charge	\$500
Picnic Pavilion	No Charge	\$100
Audio Equipment	\$10/hr*	\$100 + \$10/hr*
Insurance	\$100**	\$100**
Security Deposit (Refundable)	\$350	\$350
Cleaning Deposit (Refundable)	\$250	\$250

***Audio Equipment Fee:** If SACC audio equipment is to be used for non-parish sponsored events, a parish member is required to run the equipment. Plus\$10/Hr. for sound person

****Non-refundable insurance fee** subject to increase for sporting events or where alcohol is to be served pending quote from insurer.

Fees may be adjusted depending upon number of participants, event, or organization for non-parish sponsored activities through the Facility Director.

A parishioner is defined as a registered and contributing member of St. Anthony Parish for at least one year (prior to an inquiry and reserving space).

Parishioners and non-parishioners using the facilities will be required to pay for the mandatory insurance required by the Diocese of Nashville and the refundable cleaning and security deposits.

E. Alcoholic Beverage Policy

Permission to serve alcohol at any event must be approved by the Facilities Director in the parish office. Additional liability insurance will be required for non-parish sponsored events serving alcohol. Use of alcohol must be supervised at all times. Serving to minors is prohibited at all times. Open, unsupervised serving of alcohol is prohibited.

Open bar is allowed for private functions. Renters are responsible for ensuring that bars are run by bartenders who are experienced in controlling the use of alcohol. Professional bartenders are recommended. Bars must be attended at all times. Kegs are allowed but must be kept in watertight containers and placed on a non-slip, absorbent surface that prevents condensation, maintaining a dry floor at all times.

St. Anthony Catholic Church requires the serving of alcohol to end one hour in advance of the scheduled end of the event.

F. Non-Smoking Policy

All in-door facilities are designated non-smoking.

G. Interior Use Guidelines

NOTE: Anyone planning to use the facilities must meet with the Facilities Director to finalize plans for set up and use of equipment **BEFORE** final permission will be granted.

1. Groups are restricted to only those areas of the building and grounds they have reserved. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for a specific event.
2. There shall be no illegal drugs allowed in the buildings or on the grounds.
3. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless **PRIOR** arrangements have been made.
4. Smoking is prohibited in all inside facilities.

5. Food and beverages will not be allowed in classrooms or anywhere other than the St. Joseph Hall Kitchen Area without specific prior approval of the Facilities Director. Table cleanup, sweeping, mopping, putting trash in the outside trash cans, etc. are the responsibility of any group serving food and beverages.
6. Any group using a room must return tables and chairs and all fixtures to their original position after use.
7. Church equipment, tables, and chairs, etc. are available only on request. Classrooms, audiovisual room, and kitchens will remain locked unless use is specifically requested.
8. The Kitchen Area is designed mainly for warming purposes. Major food preparation should be done off premises. Refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules* attached.
9. The kitchen is to be used as a serving kitchen. Professional caterers are encouraged to prepare food off premises. A copy of the caterer contract must be supplied to the parish office prior to the event.
10. There shall be no furnishings of any kind removed from the building without permission.
11. Decoration plans are to be submitted to the Facility Director for approval prior to the event. Flammable materials are not allowed. Do not use nails, screws, tape, staples or permanent hardware on any building walls. When hanging posters, signs, etc. from walls or windows, only use Removable Poster Tape. The use of glitter, silly string, poppable streamers and slime is prohibited.
12. Live plants are permitted for decoration purposes.
13. All candles must be enclosed in glass containers. Votive lights are allowed when placed inside of non-flammable containers.
14. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
15. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else involved in your event is in the building before leaving.
16. No animals are allowed in parish facilities at any time with the exception of service animals (documentation required).

H. Equipment, Furnishing and Supplies

1. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from the church for any personal use.
2. Kitchen equipment available in the St. Joseph Hall includes: double door refrigerator, freezer, range, griddle, ovens, ice machine, heated food warmers with trays and a microwave.

3. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. In certain instances, special arrangements can be made to move equipment with prior approval.
4. All items brought in and all rentals are to be taken away immediately following an event unless special arrangements are made with the Facility Director. This includes all tables, chairs, leftover food, drinks, dishes, glassware, utensils and cookware.
5. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.
6. Wi-Fi is available. Password may be obtained from the Facility Director.
7. Grills can be used if approved by the Facility Director prior to the event.

I. Exterior Use Guidelines

1. Cars or trucks are restricted to only the asphalt paved or gravel areas (parking lot/driveway).
2. Prior approval must be arranged if events are to be scheduled during liturgies.
3. The drilling of holes in the parking area pavement (tents), or any other alteration of the exterior grounds or facilities is permitted only by permission. Any approved changes must be returned to original condition following usage.
4. Trash shall be disposed of in the outside trash cans.

J. Set-Up

1. Non-parishioner groups using the facility shall set up for their event unless prior arrangements have been made.
2. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place.
3. Posters, decorations, etc. shall not be attached to walls or ceilings without prior approval.
4. Fire Exit doors and handicapped doors are to be unobstructed at all times.

K. Clean-Up

1. For non-parish sponsored events for which St. Joseph Hall is rented, the renter is responsible to pay a custodial fee of \$250. This fee will be refunded if the facility is clean and returned to its original condition as determined by the Facilities Director or SACC staff. All items brought in for the event must be removed by renter. For outside vendors (e.g., linen rentals, chair or table rentals), drop off and pick up time must be coordinated with the Facility Director.
2. For parish-sponsored events, a clean-up committee needs to be appointed to handle clean-up responsibilities.

3. **Clean-up includes: Take away all items brought in and all rentals, wipe up spills and inspect all floors for spills and wipe up as needed. Wash all dishes. Please notify SACC of any breaks or damage to the facility. Renters will be responsible for the cost of repairing any damage incurred during rental of the building. Turn off all lights before leaving.**

L. General Conditions

1. **Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.**
 - a. **A competent leader, 21 years of age or over must be present during all hours of negotiated use.**
 - b. **All youth groups shall require adequate adult (over the age of 21) supervision(1 adult per 9 children).**
 - c. **Smoking, use of tobacco, chewing tobacco, vaping, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.**
 - d. **Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.**
2. **SACC reserves the right to have a representative present at any meeting/function held at SACC.**
3. **St. Anthony Catholic Church will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.**
4. **All groups/organizations agree to pay for any and all damages to premises.**
5. **Use of the SACC facility does not imply endorsement or sponsorship of an event in any way by SACC.**
6. **St. Anthony does not allow rental or use of our facility to any for-profit group intending to make money during an event at our facility.**
7. **SACC does not allow any political campaigning activity on its premises.**
8. **Make sure restrooms are presentable after use. Check to make sure no water is running. Report all problems to the Facility Director**
9. **Turn off all lights when leaving the building, including, bathrooms, kitchen and classrooms.**
10. **Room temperatures are controlled by SACC staff only. Please do not touch.**
11. **No materials of any kind (such as, but not limited to: rice, confetti, silly string, poppable streamers, slime) may be thrown inside any facilities. Releasing of balloons is against the law. Bubbles, rice or birdseed may only be used outside, providing those containers are not left on church property. No sparklers are permitted on church property.**

II. KITCHEN USE GUIDELINES

- **FOR SAFETY REASONS, NO PERSON UNDER 12 YEARS OF AGE IS ALLOWED IN THE KITCHEN**
- **ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF SACC AND ARE NOT FOR GENERAL USE**
- **PROVIDE ALL PAPER PRODUCTS -- ITEMS IN CUPBOARDS, PANTRIES, AND REFRIGERATORS ARE NOT FOR GENERAL USE**
- **DISPOSE OF ALL LEFTOVERS -- DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR**
- **ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE AND CONDITION**
- **WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)**
- **TURN OFF STOVE AND ALL OTHER APPLIANCES**
- **CLEAN TRAYS IN WARMING OVENS IF SOILED**
- **WIPE OFF COUNTERS, RANGE TOPS, MICROWAVES**
- **CLEAN SINKS OF ALL DEBRIS**
*****Note: There are no garbage disposals in sinks*****
- **SWEEP FLOOR AND WIPE UP SPILLS AS NECESSARY**
- **REMOVE ALL TRASH TO THE TRASH CANS IN THE WEST PARKING LOT**
- **TURN OFF LIGHTS WHEN YOU LEAVE**

PLEASE DIRECT ALL QUESTIONS TO FACILITY DIRECTOR

III. ST. JOSEPH HALL/GYM USE GUIDELINES

A. Use/Scheduling

All requests to use the St. Joseph Hall/Gym must be made to the Facility Director. At least two weeks prior to an event, please fill out an Event Request Form (Attachment A) in the Office. If your request is approved, the Facility Director will notify you and reserve the Gym on the parish calendar.

St. Joseph Hall will be available in the following order of priority:

1. Official parish events. "Official" is defined as a group or organization that comes under the different parish committees
2. Parishioners for appropriate functions.
3. Non-parishioner events by groups with objectives which are consistent with the Mission and values of St. Anthony Catholic Church, who are approved by the Facilities Director. St. Anthony will rent to charity and non-profit groups but not to for-profit groups whose purpose is to make money.

SACC reserves the right to cancel any use agreements at any time if a group does not meet the guidelines outlined in this document.

Evening events/wedding receptions must end by 10:30pm, and caterers and cleaning crews should vacate the premises no later than 11:00pm, unless prior approval is given by the Facility Director.

Individuals approved by the Facility Director may arrange through the parish office to use a key for access in advance of an event to do setup and event preparation. SACC staff will lock the building.

To provide supervision and assistance, a staff person will be on call during events. Renter will be given a contact name and number in the event the staff person needs to answer any questions or come on site.

B. Insurance

Individuals who use parish premises for non-parish sponsored activities are required to provide the parish with a Certificate of Insurance documenting \$1,000,000 general liability coverage and naming St. Anthony Catholic Church and the Diocese of Nashville as Additional Insureds on the Certificate. A Facility Usage/Indemnity Agreement must also be signed.

If sports are involved, St. Anthony additionally requires adults (who are at least 21 years of age) to sign an Adult Hold Harmless/Indemnity Agreement, one signed agreement per individual, per season.

C. Children

Due to the possibility of serious injury, children cannot be on the court or on the stage when adults are playing sports. A separate room for the children to play in must be reserved and provision made for a responsible adult (over the age of 21) to supervise

the children at all times (1 adult per 9 children). All arrangements must be approved by the Facility Director.

D. Stage: The stage cannot be used except by specific permission. SACC personnel only shall set up and tear down the stage

E. Statistics

Gym floor occupancy capacity is 300

F. Gym Rules

- 1. No open or walk-in usage allowed for insurance and security reasons.**
- 2. Gym floor must be “mop-swept” (dry mopped) both before and after every use and dirt disposed of in waste container.**
- 3. Dunking the basketball is ABSOLUTELY PROHIBITED on all rims. Hanging on rims, nets or basket supports is PROHIBITED.**
- 4. No food or drink allowed on the court during sporting events.**
- 5. Thermostats – Temperature in gym is pre-set according to pre-arranged gym use. Do NOT adjust temperature controls. If temperature needs re-setting, please contact the parish office (931-433-6525) during regular working hours (9:00am – 12:00 pm, Monday-Thursday).**
- 6. No smoking, tobacco, chewing tobacco or vaping allowed.**
- 7. A parent (or a responsible adult 21 years or older) must supervise children at all times on St. Anthony premises per diocesan guidelines (1 adult per 9 children).**
- 8. Children may not use the stage for playing. The stage is to be used for performances only. Children are not allowed on the stage except for supervised program performances.**
- 9. No indoor soccer, football, softball, or baseball, including foot drills allowed.**
- 10. When scheduling, please request use of gym equipment before using.**
- 11. All sports equipment is to be returned to storage before leaving area.**
- 12. Turn OFF all gym lights when leaving.**

Please notify the parish’s Facility Director of any problems.

ST. ANTHONY CATHOLIC CHURCH EVENT REQUEST FORM

Key Issued: _____ Key Returned: _____

Date of Event _____ Size of Group _____

Space Requested _____ Parish Sponsored _____ Non-Parish Sponsored _____

Group/Organization _____ Purpose _____

Organizer _____ Email _____ Tel. _____

Set-up Person _____ Email _____ Tel. _____

Clean-up Person _____ Email _____ Tel. _____

Time From: _____ To: _____ Set-Up Date/Time _____

Equipment Requests*: Easel(s) _____ Speaker Stand _____ Stage/Riser _____

DVD/VCR/TV _____

Microphone _____ Stand _____ Wireless _____

Tables (Long) _____ # of Chairs _____

REMARKS: _____

***Any equipment or items brought in will need prior approval by Facility Director.**

Please initial checked items and return to Facility Scheduling Director @SACC.

_____ I have read and fully understand the Facility Use Guidelines & Policy for SACC and agree to abide by these policies. All the information provided by me is true.

_____ Facility Use/Indemnity Agreement (To Be Signed & Returned)

_____ Adult Hold Harmless/Indemnity Agreement (To Be Signed & Returned)

_____ Certificate of Insurance - Either thru SACC _____ or: Own insurance _____

_____ \$350 Refundable Security Deposit _____ \$250 Refundable Cleaning Deposit

_____ Rental payment of: _____ Received check # _____

_____ Event Organizer Signature _____ Date _____

_____ Facilities Scheduling Director _____ Date _____

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: **ST. ANTHONY CATHOLIC CHURCH**

PARISH is understood to include the **Diocese of Nashville**

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The Above-named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above-named PARISH against and from all claims arising from the negligence or fault of the above-named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above-named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured, on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the **PARISH** by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against **PARISH**.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named **PARISH** for any claimer cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the **PARISH**, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (please print): _____

DATE: _____

ADULT HOLD HARMLESS/INDEMNITY AGREEMENT

PARISH: _____

PARISH is understood to include the Diocese/Archdiocese of _____

ACTIVITY PARTICIPANT OR FACILITY USER: _____

DATES OF ACTIVITY OR USAGE: _____

TYPE OF ACTIVITY OR USAGE: _____

The above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named ACTIVITY PARTICIPANT OR FACILITY USER or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above named ACTIVITY OR USAGE at the above named PARISH.

Additionally, the above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE(S) OF ACTIVITY OR USAGE that is brought against the PARISH by the above named ACTIVITY PARTICIPANT OR FACILITY USER or their family members whether such claim arises from the alleged negligence of the PARISH, its employees or agents or ACTIVITY PARTICIPANT or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

NAME (Please Print): _____

DATE: _____

**PARISH FESTIVAL VENDOR
HOLD HARMLESS/INDEMNITY AGREEMENT**

PARISH: ST. ANTHONY CATHOLIC CHURCH

PARISH is understood to include the Diocese/Archdiocese of NASHVILLE

PARISH FESTIVAL VENDOR: _____

TYPE OF VENDOR: _____

DATES OF PARISH FESTIVAL: _____

The above named PARISH FESTIVAL VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named PARISH FESTIVAL VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named PARISH FESTIVAL VENDOR at the above named PARISH.

PARISH FESTIVAL VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. PARISH FESTIVAL VENDOR also agrees to have the PARISH named as an **“Additional Insured”** on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the PARISH FESTIVAL VENDOR'S activities. It is agreed that PARISH FESTIVAL VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if PARISH FESTIVAL VENDOR fails to comply with the above(second) paragraph, then PARISH FESTIVAL VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF PARISH FESTIVAL that is brought against the PARISH by the above named PARISH FESTIVAL VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of PARISH FESTIVAL VENDOR)

NAME AND TITLE: _____

DATE: _____

(VENDOR(2/07)

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 NASHVILLE - 0125
APPLICATION FOR SPECIAL EVENTS COVERAGE**

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability. Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (*see below for purchase options*). Coverage provided is per event (not per claim). **Submission of application does not bind coverage - all events are subject to approval.** Coverage underwritten by **Nationwide Mutual Insurance Company**; Policy No. on file with C.M.G. Agency, Inc.

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

Name of Parish or Institution: _____

Date of Event: _____

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

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

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

Phone No.: _____

Time of Event: From _____ To _____

Lessee (Additional Insured) Information:
Name of Sponsoring Organization or Individual Requesting Coverage

(Please Print Lessee Name(s) or Organization)

Is this an overnight event?
Yes _____ No _____

Approx. Number of Participants: _____

Lessee (Additional Insured) Contact Person:

Is Food Being Served?
Yes _____ No _____

Name: _____

Is Liquor Being Served?
Yes _____ No _____

Street Address: _____

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 _____

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

Telephone: _____

To receive approval notification please print e-mail(s):
(Please Print E-mail(s) Clearly)

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 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
 - Rap/Hip-Hop/Alternative music (non-religious bands)
 - 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
 - Claims related to an epidemic/pandemic
 - **Overnight events (unless approved by Diocesan Risk Mgr)**

DEFENSE COSTS FOR SEXUAL MISCONDUCT FOR OVERNIGHT EVENTS - \$100,000 LIMIT

Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.
Do you want to apply for this coverage? Yes _____ No _____

- 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)

COMPLETE AND RETURN THIS FORM TO:

CATHOLIC MUTUAL GROUP
10843 OLD MILL ROAD
OMAHA NE 68154

Email: memberservices@catholicmutual.org
FAX: 402-551-2943

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

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