

ST. PETER CATHOLIC PARISH FACILITY USE APPLICATION

Please complete all pertinent areas below relative to your request. This form can then be printed and provided to the Parish scheduling team by email at Mike-Smith@cdolinc.net; by mail to St. Peter Catholic Parish, 4500 Duxhall Drive, Lincoln, NE 68516; or by bringing it by the Parish Office during normal business hours.

All requests for the use of Parish Facilities must be completed and provided to the Parish scheduling team at least two weeks in advance of the planned event. Failure to provide this notice may result in the non-availability of facilities meeting your request.

Request Information

Facility Requested:		Number of People Attending:	
Date Requested:		Time Requested: From:	
Set-Up Required (Yes/No):		To:	
Is this a Recurring Request:		If Recurring – Intervals:	

Special Needs (Number of Each)

Banquet Tables (Round):		Banquet Tables (Rectangle):	
Chairs (Padded):		Chairs Folding:	
Serving Tables:		Registration Tables:	
Audio-Visual (Yes/No):			

Contact/Sponsor Information

Is this for a Parish Organization?		If Yes – Which Organization?	
Contact Name:		Contact Phone Number	
Contact Email:		Contact Address:	

Please Provide a Brief Description of the Event and Identify any Special Needs

Upon receipt of your request a detailed invoice of costs will be provided for your review and approval. Payment is required in full two weeks prior to the event. Groups in excess of 40 will be required to submit a \$50 security deposit to cover any damages. Upon inspection, if no damages are noted, the security deposited shall be refunded.

Events not sponsored by a parishioner which include more than 40 people must include a special events coverage application along with a check for the special events insurance coverage two weeks prior to the event. Organizations that can provide proof of general liability coverage in the amount of \$1 Million for the event will have the special events coverage requirement waived.

FOR OFFICE USE ONLY

Fee Charged:	Moderator Approved:	Date:
Paid: Cash Check Check Number	Insurance: Not Required	Certificate Provided
Key Given To:	Date:	
Key Returned To:	Date:	

FACILITY USE APPLICATION FORM (CONTINUED)

This signed application by the aforementioned SPONSOR/COORDINATOR indicates that the SPONSOR/COORDINATOR agrees to defend, protect, indemnify and hold harmless the Diocese of Lincoln and St. Peter Catholic Parish against and from all claims arising from the negligence or fault of the aforementioned SPONSOR/COORDINATOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the identified facility usage at St. Peter Catholic Parish.

The SPONSOR/COORDINATOR agrees to provide a certificate of insurance to St. Peter Catholic Parish which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence listing the Diocese of Lincoln and St. Peter Catholic Parish as "additional insured's" on its general liability policy for the dates of the facility usage in relationship to the type of facility usage. The insurance must protect against claims which arise out of SPONSOR/COORDINATOR'S operations or are brought against the Diocese of Lincoln and St. Peter Catholic Parish by the SPONSOR/COORDINATORS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. The SPONSOR/COORDINATOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the Diocese of Lincoln and St. Peter Catholic Parish.

If the SPONSOR/COORDINATOR is unable to obtain sufficient general liability coverage, the Special Events Insurance must be purchased.

If, and only if, the SPONSOR/COORDINATOR fails to comply with the above paragraphs, facility usage will be denied.

Initials of Event Sponsor/Coordinator _____

- ❖ Events that do not require additional liability coverage:
 - Events sponsored by a Diocesan parish, school or institution.
 - Events that are not sponsored by a Diocesan parish, school or institution with fewer than 40 people, and no alcohol is served.
 - Baptism, First Communion, or Confirmation receptions with no alcohol served, regardless of the number of people attending.
- ❖ Events sponsored by a parishioner that require additional liability coverage:
 - When a parishioner rents a parish facility, for any event other than those listed above, a facility use application, and the special events coverage application are required.
- ❖ Events not sponsored by a parishioner that require additional liability coverage:
 - For all events not sponsored by a parishioner which include more than 40 people, the facility use application, the special events coverage application and a check for the special events insurance coverage must be provided two weeks prior to the event.
 - If the event sponsor/coordinator can provide proof of general liability coverage in the amount of one-million dollars (\$1,000,000) for the event, the special events insurance coverage may be waived. St. Peter Catholic Parish and the Diocese of Lincoln must be named as "Additional Insured's" on the proof (certificate) of insurance.