

ST. JOSEPH ACTIVITY CENTER  
115 N. LIBERTY STREET  
GALION, OHIO 44833

USER AGREEMENT

**CONTENTS:**

FEEES: .....1  
HOURS OF OPERATION: .....2  
INSURANCE: .....2  
CANCELATION: .....2  
USERS RESPONSIBILITIES .....3  
CLEAN UP: .....3  
SECURITY DEPOSIT .....3  
DECORATING: .....4  
FORMAL RELEASE: .....4  
EQUIPMENT REQUEST FORM: .....5  
FEE CHARGES: .....5

It is hereby agreed by and between St. Joseph Activity Center, Galion, Ohio and \_\_\_\_\_ (Responsible Person), herein after called the User that the facilities and services of the hall, as specified herein, will be furnished to the User for consideration and under the following conditions:

**FEEES:**

The User shall pay fees in accordance with the following schedule:

- A. Rental fee hall \$550.00 per day. \$50 additional if alcohol is to be served.
- B. Security deposit \$150.00, to reserve your date.
- C. Insurance with \$250.00 deductible if purchased through Diocese of Toledo \$100.00 per day of use.
- D. Meeting room per day of usage fee \$40.00 per four (4) hour period of time.

**THIS IS A SMOKE FREE AND TOBACCO FREE BUILDING.**

Don Heimlich 419-468-5020  
(HALL manager)

## HOURS OF OPERATION:

Activity Center hours of availability

Monday through Friday

10:00AM -- 10:00PM

Saturday:

10:00Am -- 12:00 Midnight

Premises must be vacated by 12:30AM

Sunday:

12:00 Noon -- 6:00PM

## INSURANCE:

THE User shall provide sixty (60) days prior to Date of Usage a Certificate of Insurance naming **Bishop Leonard P. Blair, Diocese of Toledo and St. Joseph Parish, Galion, Ohio as an additional insured. The certificate will provide a minimum of \$100,000 per person and \$300,000 per accident. If liquor is served on the Date(s) of Usage the certificate must include the existence of liquor (any alcoholic beverage) liability coverage.** If the User is unable to obtain the Certificate of Insurance as outlined above it is possible for the User to purchase from the Diocese of Toledo a Special Events policy. If the conditions of this paragraph are not met the St. Joseph Activity Center will not be made available on the Date(s) of Usage and all security deposits will be forfeited.

## CANCELLATION:

In the event of a cancellation by the User the security deposit will be refunded to User provided hall is notified of cancellation six (6) months prior to Date of Usage. From six (6) months to sixty (60) days prior to the event, one-half (1/2) of the deposit will be refunded upon notice of cancellation. If notification of cancellation is less than sixty (60) days from the date of the event the security deposit will be forfeited. User shall forfeit security deposit upon violation of any agreement rules. Payment in full of all fees/charges must be made thirty (30) days in advance of the day(s) of the event. This agreement is non-transferable.

St. Joseph Activity Center reserves the right, by written notice to the User, to cancel this agreement for any reason prior to the date of the event. User hereby further agrees not to hold the St. Joseph Church Parish, St. Joseph Activity Center, or diocese of Toledo responsible for any damages, injuries, or stolen articles sustained by the User or any quest of the User.

The Activity Center reserves the right to monitor the User function to assure compliance with the rules of this agreement and to safeguard the premises.

## USER'S RESPONSIBILITIES:

User agrees to comply with all the rules and conditions of this agreement. The User is responsible for the behavior and actions of his/her guests and will provide adequate adult supervision. The User will eject from the premises anyone who, after warning by the Activity Center Representative to the User, fails to comply with these rules.

User, User guests, or anyone hired by User to perform services at the Hall are not allowed to remove any item(s) from the Hall and must leave the Hall in the condition in which it was originally rented to the User. Any items(s) missing, damaged, or destroyed will be the responsibility of the User and the User will be liable for additional charges for such item(s).

The User is responsible for all damages, which cannot be attributed to normal wear and tear, to the Activity Center incurred during the rental of the Activity Center. The security deposit will not be returned if there are damages or excessive cleaning required. The user is responsible for all cost for damages that exceed the security deposit.

The Activity Center Manager **MUST** be notified by the User immediately in case of any emergency. Telephone 468-5030. — Doors #

All doors and windows to this facility must remain closed in order to maintain proper heating and cooling of the Activity Center. Heating and air-conditioning are pre-set and are not to be adjusted by the User. Doors must also remain closed for security reasons. The Activity Center **WILL NOT BE HELD RESPONSIBLE** for any breach of security. Any violation of the terms and conditions of this agreement, as here in specified shall be considered a breach of contract.

## CLEANUP:

**Caterers and Users must place all garbage in the outside dumpster at the rear of the Activity Center.** Clean all equipment of spills and drippings, clean counters, sink, stove, oven, dishes, glasses, and silverware in the kitchen area. Custodians are responsible for set up and take down of tables and chairs.

## SECURITY DEPOSIT:

The security deposit will be returned if there is **NOT** any extra ordinary maintenance or cleanup required by the custodian in rest rooms, kitchen, meeting rooms, or any other area of the Activity Center. Any spillage near serving tables, counters, etc., and/or throughout the Activity Center must be cleaned up.

## KITCHEN:

Rental agreement allows user the use of dishes, silverware, glasses etc., for the event as well as the serving of food. Rental agreement does not include the use of the facility for food preparation. Additional arrangements must be made if food preparation is to be done. The kitchen must be left in the same condition as it was found when first opened for the event.

**DECORATING:**

**NO TACKS, STAPLES, OR TAPES OF ANY KIND MAY BE USED ON TABLES, DOORS, WINDOWS, OR ANY SURFACES WITHIN THE ACTIVITY CENTER.**

**NO DECORATIONS ARE TO BE ATTACHED TO WALLS, CEILING, OR ANY OTHER FIXTURES IN THE ACTIVITY CENTER.**

No rice, confetti, birdseed, glitter, etc may be used inside or outside on the grounds of the Activity Center. If any such items are used there will be a special additional clean up fee of \$200.00 charged to original fees.

Floating candles are allowed in the Hall area, but must be approved by the Activity Center Manager before being used. Table candelabrams are permitted at the wedding party table and cake table but may be lighted **ONLY** for taking pictures.

**FORMAL RELEASE:**

In consideration of renting or using the facilities and/or equipment owned by the St. Joseph Church Activity Center, I (we) hereby agree to release, indemnify and hold harmless St. Joseph Catholic Church, Galion, Ohio, and the Diocese of Toledo from any and all claims of any nature whatsoever, including but not limited to, liability claims for personal injury and/or property damage arising from the use of said facilities and/or equipment of the St. Joseph Activity Center.

I (We) further acknowledge and understand that I (we) assume all risk of any kind whatsoever associated with the use of the St. Joseph Activity Center.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(Responsible Person)

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(Activity Center Representative)

**REQUEST FORM:**

Date Of Event \_\_\_\_\_ From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM

Requested Time of Setup: \_\_\_\_\_ Purpose of Event \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_

Parishioner \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Phone \_\_\_\_\_ Approximate Size of Group \_\_\_\_\_

**FACILITIES REQUESTED:**

Meeting Room \_\_\_\_\_ North \_\_\_\_\_ South \_\_\_\_\_ Hall \_\_\_\_\_

Stage \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Setup for Band \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Tables (each seats 10) \_\_\_\_\_ Chairs \_\_\_\_\_

**FEE CHARGES:**

Hall \$550.00 \$50 Additional for alcohol use.	\$ _____
Insurance Special Events \$100	\$ _____
Meeting Room \$40.00/4hrs each	\$ _____
Security Deposit \$150	\$ _____
<b>TOTAL AMOUNT DUE</b>	\$ _____
<b>AMOUNT PAID</b>	\$ _____
<b>BALANCE DUE</b> _____ / _____ / _____	\$ _____

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Responsible Person)

**Repair/Maintenance Charges** \$ \_\_\_\_\_ **Date Returned** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Security Deposit Returned** \$ \_\_\_\_\_