



APPLICATION/AGREEMENT FOR USE OF FACILITY

Please Print

NOTE: The minimum time to rent is 2 hours. All 3 pages need to be filled out.

DATE: _____

APPLICANT: _____
(First Name) (Middle Initial) (Last Name)

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP:** _____

CONTACT PERSON: _____ **PHONE:** _____

CONTACT EMAIL: _____

DATE OF RENTAL: _____ **START TIME:** _____ **END TIME:** _____

PURPOSE OF RENTAL: _____

APPROXIMATE NUMBER OF ATTENDEES: _____

REQUESTED SPACE: Celebration Hall _____ Kitchenette _____ Other (please specify) _____

EQUIPMENT NEEDS: PA SYSTEM _____ MICS (NOTE QUANTITY _____) Other (please specify) _____

CD/DIGITAL PLAYER _____ LCD PROJECTOR _____ TV/DVD PLAYER _____ NONE _____

TERMS AND CONDITIONS

1. Center staff and/or their designee shall have/retain full and free access to any part of the buildings and grounds at all times during such use.
2. Application for use of the facility must be completed online or made in writing to the Director of Operations. Full rental payment must be made at least one week in advance; otherwise, the date may be canceled at the sole discretion of the Center. In addition, if there is reason to believe that use may involve damage beyond that of ordinary wear and tear, the Center may require advance guarantee against loss (deposit), or may cancel the permit at its discretion.
3. The use of the Center facilities will not be permitted if the purpose of the organization or the event is in conflict with the Center's philosophy of mutual respect, diversity, and inclusion.
4. The use of the Center facilities shall not be granted for any purpose which is prohibited by law.

5. The Center Director of Operations may refuse to grant permission for the use of the facilities whenever in their judgment there is good reason for refusing permission. The Director of Operations shall not be required to give a reason for such refusal.
6. Each group or organization receiving permission to use facilities must agree to abide by all rules and regulations developed by the Center.
7. No one may bring alcoholic beverages or non-prescribed controlled substances onto Center property.
8. Smoking is **NOT** permitted in the building.
9. All activities shall be in compliance with all state and local fire, health, safety and police regulations.
10. Authorization for use of the Center facilities shall not be considered an endorsement of or an approval of the activity, person, group or organization or the purpose that they represent.
11. The use of flammable decorations in the Center, including cornstalks, hay, straw, or any similar material is prohibited.
12. All user organizations shall be required to provide a Certificate of Insurance in an amount of \$1,000,000 Bodily Injury and \$500,000 Property Damage prior to the start date, or the contract shall be automatically void. The Center for Spiritual Living Greater Cincinnati must be added to the renter's policy as an additional insured. (Note: Private family events are exempt from this requirement.)
13. All users shall be required to provide a \$_____ **deposit** to be held by the Director until such time as the (1) date of application has passed and (2) that all property is in good condition, and that no damage and/or breakage of equipment, tables, etc. has been done by the user. If, upon review, damage has been found, then the deposit will be forfeited by the user. It is the user's responsibility to check the area prior to the use of the facility and after such use. This deposit is non-refundable in the event the organization cancels with less than one week's notice.
14. All users shall be responsible for clean up after the event. This includes removal of all garbage and any decorations etc.

FACILITY USAGE AND HOLD HARMLESS AGREEMENT:

I/We the undersigned authorized representative(s) of (hereafter the "Organization") of the city of

_____, state of _____ shall be using the building and grounds

of Center for Spiritual Living Greater Cincinnati (hereafter the "CSLGC") from _____ to

_____, 20 _____, for the purpose of _____

hereafter referred to as the "Activity".

I/We understand and agree that neither the CSLGC, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use the CSLGC facility, building and grounds as well as any/all appliances and fixtures in the activity, I/we release the CSLGC, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the CSLGC, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to name the CSLGC as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the CSLGC prior to the date of the Activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Facility Usage and Hold Harmless Agreement this _____ day of

_____, 20_____.

_____ (ORGANIZATION NAME)

BY: Signature: _____ Title: _____

This material is for information only and is not intended to provide legal or professional advice. You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:

APPLICANT SIGNATURE

DATE

FOR CENTER USE ONLY:

APPLICATION APPROVED: _____

APPLICATION DENIED: _____

RENTAL FEE: _____

STAFFING FEES:

Audio/Visual Technician _____

Custodian/Set-up Tables _____

EQUIPMENT FEES:

PA System: \$ _____ Mics: _____ @ \$25 = \$ _____ CD/digital player: \$ _____

LCD Projector: \$ _____ TV/DVD: \$ _____ Other (specify): \$ _____

MINISTER/OFFICIANT: _____

TOTAL EQUIPMENT FEES: _____

TOTAL AMOUNT DUE: _____

SIGNATURE

Rev. C. Dee Coy, Senior Minister

DATE

SIGNATURE

Rev. J.J. JioDucci, Inclusion & Social Justice Minister

DATE

DATE DEPOSIT PAID: _____

PAYMENT METHOD: _____

Include check # if applicable

DATE PAID IN FULL: _____

PAYMENT METHOD: _____

Include check # if applicable

DEPOSIT REFUNDED: Y/N

DATE REFUNDED: _____

NOTES: