

## INTERNAL USER AGREEMENT

This form is for use of the Location by a User who is part of the Archdiocese and is covered by the Archdiocesan insurance policies.

This Internal User Agreement (“Agreement”) is made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and is entered into between \_\_\_\_\_ (“User”) and \_\_\_\_\_ (“Location”). Location agrees that certain of Location’s property (“Facility”) may be used as set forth herein.

**User:** \_\_\_\_\_

Address: \_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Location:** \_\_\_\_\_

Address: \_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Facility to be used:** \_\_\_\_\_

**Date(s) and Time(s) of use:** \_\_\_\_\_  
\_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_  
\_\_\_\_\_

**Amount of Fee:** \_\_\_\_\_

**Other Provisions:** \_\_\_\_\_  
\_\_\_\_\_



## General Terms and Conditions

1. **Use.** User agrees to use the Facility as defined above for the use as specified above and for no other purpose without prior written consent of Location, which consent may be withheld. User will not interfere with the daily operations of the Location in any manner. Ingress/egress to Location for regular daily activities shall not be obstructed by User.
2. **No Assignment.** User agrees not to assign any of its rights under this Agreement without the prior written consent of Location, which consent may be withheld.
3. **Compliance.** User agrees not to commit, allow or suffer any of the following:
  - a. Any waste or nuisance at the Location;
  - b. Any alteration of the Facility without the prior written consent of the Location, which consent may be withheld;
  - c. Any mechanic's lien to be filed against the Location;
  - d. Any activity at the Location that violates any law, rule or regulation; and
  - e. Any activity in conflict with the policies and procedures of the Archdiocese of Los Angeles as set forth in the Archdiocesan Administrative Handbook, which can be accessed at <http://handbook.la-archdiocese.org/>
4. **Standard of Care.** User agrees to exercise all reasonable care to prevent any damage or waste of the Facility. User shall leave the Facility in a clean and orderly condition and shall repair any damage to the Facility caused by User or by any of User's invitees.

IN WITNESS WHEREOF, this Agreement is entered into between the parties as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**User:** \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Name of Location:** \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**For High Schools:** \_\_\_\_\_  
Assistant Superintendent, Dept. of Catholic Schools

Upon execution of this Internal User Agreement, a copy must be submitted by the Location to the Real Estate Department of the Archdiocese of Los Angeles, and for High Schools, to the Department of Catholic Schools.

