

Sacred Heart Cathedral Facility Use Form

Sacred Heart Cathedral and _____ hereby agree to the following terms for the rental of the areas below:

I request use of the following area(s): _____

For the following function: _____

Date and time for use: _____

Clean-up completed by: _____

Estimated number of attendees: _____

You agree to pay Sacred Heart Cathedral a rental fee of: \$ _____

You agree to provide proof of insurance (must be provided prior to event) : _____
(See page 2 number 1)

I, the undersigned, have read and initialed the guidelines (see reverse side) regarding the use of Sacred Heart Cathedral facilities and agree to comply with them.

Group Representative & Group Name: _____

Mailing Address: _____

Contact numbers: _____

Email address: _____

For Office Use Only

Church Rector or his delegate: _____ Date Signed: _____

GUIDELINES REGARDING THE USE OF SACRED HEART CATHEDRAL

The use of Sacred Heart Cathedral by outside groups not affiliated directly with the parish is at the sole discretion of the rector or his delegate. Groups using parish facilities are responsible for the actions of their members/representatives while on the premises.

Please initial that you have read, understand and agree to the following conditions:

- 1) ____ The Diocese of Fairbanks requires you to provide a certificate for one million dollars of liability insurance to cover any injury, loss or damage caused by negligence for the duration of the rental agreement. The certificate must list as additional co-insureds: Sacred Heart Cathedral Parish and Catholic Bishop of Northern Alaska.
- 2) ____ Activities taking place on parish property, or literature being distributed, may not violate Catholic moral or social teachings. Questions regarding the Catholic Church's position on a given activity may be directed to the rector.
- 3) ____ Areas used shall be restored to pre-use condition upon the group's departure. You agree to properly dispose of food and trash at the close of your event to include removing bagged trash, sweeping and mopping up any spills.
- 4) ____ Unless you have specifically rented the sanctuary of the church, please do not use this area and keep children out as well.
- 5) ____ While we love children, their safety is the sole responsibility of your organization. Adult supervision must be provided both while outside and in the building.
- 6) ____ Smoking is prohibited in parish facilities.
- 7) ____ The use of alcohol is not allowed on the premises.
- 8) ____ The use of the facility by more than one group at any given time will be determined by the rector.
- 9) ____ The name "Sacred Heart Cathedral" or "Catholic Church" may be used only in advertising the location of the sponsored activity. It may not be used in the endorsement of the activity.
- 10) ____ If per chance a previously unscheduled Church event such as a funeral conflicts with an earlier arranged use of the facility by another group, it is understood that the Church event will take precedence and that the group may need to reschedule. All efforts will be made to allow the group to use the facility at their previously scheduled time. In the event the group must be asked to reschedule, the rector or his delegate will contact the group with as much lead time as possible..
- 11) ____ If you have questions about anything to do with the operation of the facility please contact one of the numbers listed below. If you need tables set up in the vestibule, please let us know well in advance of your event.
- 12) ____ Plan to be in and out of the building at the agreed upon times. Often we have other parish events scheduled before and after your event.

Emergency Contact Numbers

Fr. Ross Tozzi: (907) 347-3005

Cindy Jacobson (907) 374-9521

Deborah Leibee: (907) 687-2775