

Parish Facilities Rental

For all properties of Holy Family Clermont County Parish (Parish) including
Holy Trinity (HT), St. Ann (SA), St. Louis (SL), & St. Philomena (SP)
As of August 26, 2024

To schedule rental of a Holy Family Parish Family Facilities (all properties of Holy Trinity (HT), St. Ann (SA), St. Louis (SL), and St. Philomena (SP)), contact Mike Muse or Pam Edwards at (513-732-2218) during regular business hours.

*** Archdiocese requires insurance coverage for any non-parish related events***

Be prepared to discuss the nature of your event, the facility you are interested in using, including the date and time, along with your status as a parishioner of the Holy Family Parishes.

Rental fees for active parishioners only are as follows:

- HT Hall \$ 200 plus a refundable deposit of \$ 100
- SA Meeting Room \$ 200 plus a refundable deposit of \$ 100
- SL Meeting Room \$ 200 plus a refundable deposit of \$ 100
- SL Pavilion \$ 200 plus a refundable deposit of \$ 100
- SL Gym \$ 1,000 plus a refundable deposit of \$ 150
- SP Meeting Room \$200 plus a refundable deposit pf \$ 100

NO SMOKING ANYWHERE IN ANY BUILDING

The refundable deposit is to be paid upon scheduling.

The room reservation is not confirmed until the refundable deposit, rental fee, paperwork, and insurance certificate are received. (Must be completed no less than 2 weeks before the scheduled rental.)

The parish provides:

- HT Hall – tables & chairs, use of the kitchen, use of heating and air-conditioning, use of the restrooms.
- SA, SL, and SP Meeting Rooms – tables & chairs, use of the kitchen, use of the heating and air-conditioning, and use of the restrooms.
- SL Pavilion – picnic tables, use of the lights and ceiling fans, and use of the parish office building restrooms.
- SL Gym – tables & chairs (renter must set-up and teardown), kitchen (sink and counter area), other kitchen equipment use must be preapproved, use of heating and air-conditioning, and use of the restrooms located in the lobby of the Gym.

The renter is responsible for:

- Responsible for set-up of the room.
- Responsible upon completion of the rental to return the room set-up back to its original format.
 - Wiping off all tables
 - Returning tables, chairs, picnic tables back to the standard set-up and table alignment or storage area. (Standard layout is identified on the room wall.)
- All decoration removed.
- Clear and clean the kitchen area and equipment used.
- Remove trash to the dumpster or trash can) located in the parking lot.
- Restrooms cleared, swept, and wiped.
- All floors spot mopped or vacuumed if carpet.
- Lock all doors and confirm all exit doors are closed and latched.

Hours of Operation:

- All activities at Parish facilities must either start after or conclude before religious activities in the church located on the same property as the facility rental.
- All activities at Parish Facilities and on its Grounds must be terminated by 11:00pm.

Decorations:

- NO decorations can be placed on the walls or on the ceiling.
- Candles may be used to decorate tables, but they must have non-flammable covers.
- No extension cords may be placed in a walkway without proper covering.
- When arranging tables, proper emergency access must be provided.
- Exits may not be blocked.

Building Security:

- **A person over 21 must be listed as the “Responsible Party”.**
- **In case of an emergency, call 911.**
 - **Once 911 has been contacted, contact the sacramental emergency number provided on the parish office voice mail (513) 732-2218.**
- **Physical Addresses:**
 - **Holy Trinity Church, Church Basement, & White House**
140 North Sixth Street, Batavia, OH 45103
 - **Holy Trinity Hall**
725 Wood Street, Batavia, OH 45103
 - **St. Ann Church & Meeting Room**
370 South Fifth Street, Williamsburg, OH 45176
 - **St. Louis Church & School**

St. Louis Church	St. Louis School
210 North Broadway	250 North Broadway
Owensville, OH 45160	Owensville, OH 45160
 - **St. Philomena Church & Meeting Room**
5236 Stonelick Williams Corner Road, Batavia, OH 45103
- The responsible party must periodically police the restrooms.
- The responsible party must maintain order in buildings and parking lots at all times.
- Any damage to the building that requires immediate action must be reported to the parish pastor. Call the parish office voice mail at 513-732-2218 and use the sacramental emergency number.
 - All other damages must be reported to the parish office the following business day.

Moral Standard:

- **All events must follow the views and teachings of the Catholic Church.**
- These events include the advocacy of opinions contrary to the Church teaching and doctrine.

Other Important Information:

- Deposit is non-refundable if the event is cancelled less than 2 weeks in advance.
- The deposit will be returned within 15 working days of the event if everything is left in proper condition and the above responsibilities are followed.
- All other supplies in the cabinets such as napkins, cups, plates, etc. are the property of the parish and are not to be used.
- Use of the room/pavilion does not include use of school/classroom equipment without prior written permission.

Alcoholic Beverages on Parish Grounds:

The responsible party reserving the room/pavilion takes FULL RESPONSIBILITY for the proper conduct of the people present and the proper respect for the property of the parish for this event.

If alcoholic beverages are served or present, the person who signs this rental agreement is ULTIMATELY RESPONSIBLE for the actions or persons present pertaining to alcohol and to see that the rules below and laws are observed.

- a. Someone must be designed as responsible, to make sure the following Archdiocese of Cincinnati guidelines are carried out.
- b. Only people of legal age will be served alcoholic beverages or permitted to drink alcoholic beverages
- c. The responsible party reserves the right to refuse to serve anyone.
- d. Bartenders must be 21 year of age or older.
- e. Bartenders must refuse to serve anyone who has in their opinion had too much to drink.
- f. The responsible party will offer to provide transportation for anyone who may be intoxicated.

- g. The responsible party or their designed bartenders will keep a list of names and addresses of people that were offered a ride and whether they accepted or refused the offer. If someone refuses a ride, get a name and phone number of a witness who heard the refusal. This list of people will be provided to the parish office upon the return of keys.
- h. If beer or any alcoholic beverages are to be sold, a temporary permit is necessary. **NO ALCOHOLIC BEVERAGES CAN BE SOLD WITHOUT A PERMIT.**
- i. The parish may not purchase beer or alcoholic beverages for resale for any facilities rentals.

Hold Harmless & Indemnification:

For Valuation consideration, the receipt of which is hereby acknowledged, the undersigned (name and address listed as the responsible party on this document) do(es) hereby agree to indemnify, protect, save and hold harmless The Archdiocese of Cincinnati and Its Successors as Trustee for the congregation of Holy Family Clermont County Parish including Holy Trinity-Batavia, St. Ann-Williamsburg, St. Louis-Owensville, and St. Philomena-Stonelick in Clermont County, the State of Ohio. The Archdiocese of Cincinnati (known as "Archdiocese"), their respective representatives, agents, employees, invitees, representatives or guests, which use or occupancy results in any injury to persons or property, except to the extent such injury is caused by the negligent acts or omissions of the Archdiocese, their respective representatives, agents or employees. If any claim is alleged against the Archdiocese by anyone (including governmental agencies) arising out of or in any way related to the use or occupancy of the premises by the undersigned or its agents, employees, invitees, representatives or guests, it is expressly understood and agreed that the undersigned shall take over the defense of each and every such claim promptly and pay all attorney's fees, judgements, settlements payments and all other costs and expenses whatsoever incurred in connection with the defense of all such claims, without exception, it being expressly understood that the undersigned shall be and remain fully responsible for all such claims and will hold the aforementioned indemnities completely harmless from and against any liability, actions, causes of action, claims, judgements, loss, cost or expense whatsoever in connection therewith.

Insurance Certificate Requirements:

The renting responsible party must provide a Certificate of Liability Insurance naming the Parish of the facility location (Holy Trinity, St. Ann, St. Louis, or St. Philomena) as “additionally insured for at least \$1,000,000 in liability coverage”.

Rental Agreement & Alcohol Beverages Responsible Parties Information:

Name: _____

Address: _____

City, State, Zip _____

Phone Number: _____

Time of Event:

Start: Date: _____ Time: _____

End: Date: _____ Time: _____

Keys Pickup and facility walk through:

Pickup keys: Date: _____ Time: _____

Drop-off keys: Date: _____ Time: _____

Signatures:

Signature of Renter: _____

Date: _____

Signature of Parish Rep: _____

Date: _____