



Crucifixion School
 420 South Second Street
 La Crescent, MN 55947
 www.crucifixionschool.org
 Phone: (507) 895-4402

Crucifixion School Facility Use Agreement

This is the Facility Use Agreement for the use of the Crucifixion School for parishioners. No rental agreement can be entered into by any person or group that would be in any way contrary or offensive to Catholic faith. Facilities will not be rented to outside organizations except for the following organizations (CCCW, Girls Scouts, Boy Scouts, Knights of Columbus).

Contact: _____ **Phone:** _____ **Date:** _____

Address: _____

Organization: _____ **Date/Time Requested:** _____

Event: _____

Number of People: _____ **Caterer (if any):** _____ **Phone:** _____

___ *Certificate of Insurance attached with minimum liability coverage of \$1,000,000 per occurrence.*

___ *Certificate must name Crucifixion School and Diocese of Winona as additional insureds.*

___ *Facility Usage/Indemnity Agreement is attached and signed (separate form from Diocese of Winona)*

Fees

Please see attached fee schedule for areas available.

There will be no rental fees for the use of the facilities by School organizations for their regular activities. There will be a janitorial fee for dinners, dances, or for any event at which food and/or drink is served.

Rental fees for School Facilities

- | | | |
|------------------------------|----------|-------|
| 1. School Gymnasium | \$200.00 | _____ |
| 2. School Library | \$ 50.00 | _____ |
| 3. Music Room | \$ 50.00 | _____ |
| 4. Science Room | \$ 50.00 | _____ |
| 5. Art Room | \$ 50.00 | _____ |
| 6. School Classrooms | \$ 50.00 | _____ |
| 7. Stage and Stage Equipment | \$ 50.00 | _____ |
| 8. Kitchen | \$ 50.00 | _____ |

a. Kitchen Request form is required if checked

Clean-up Fee

There will be a clean-up fee for dinners, dances, wedding and funeral receptions, or for any event at which food and/or drink are served. Below are the clean-up fees depending on the number of estimated guests.

1. 1-99 Guests	\$50.00	_____
2. 100-199 Guests	\$75.00	_____
3. 200-299 Guests	\$100.00	_____
4. 300-399 Guests	\$125.0	_____

Notes

1. The fees above are for heating, air conditioning, electricity, and other expenses to the school and they include the use of the kitchen, kitchen equipment, rest rooms, tables, chairs, public address systems, and audio visual equipment.
2. It is the responsibility of the user to inform the School Administrative Manager as to their requested set-up for room layout, tables and chairs and equipment requirements at least one week prior to the event date(s).
3. No individual or organization may use the sound and lighting, stage and gym equipment without permission from the School Administrative Manager.

The undersigned agrees to the above conditions and agrees to deposit _____, with the school office for the rent of the Crucifixion School facilities. I will pay the balance due _____ on or before _____.

Failure to comply with any of the above may result in full or partial forfeiture of security deposit and/or refusal or denial of future rentals.

Printed Name: _____ Date _____

Signature: _____

Office Use Only

_____ Application was accepted on _____ by _____.

_____ Application was denied on _____ for the following reasons.....

Conditions of Application

1. Applications must be received in the school office sixty (60) days prior to date of intended use. Confirmation of reservation or denial of application will be confirmed within five (5) days of receipt.
2. **Upon confirmation of reservation, the applicant will make *full* payment to the school, including tables & chairs fee, clean up fee, rental staff support fee, rental fee and security deposit (if applicable) prior to the event date.**
3. Any costs due to damages will be deducted from the security deposit. If the costs for damages exceed the security deposit, the user is required to pay the total costs within five (5) days of the date of use. Upon inspection, and with no charges to the applicant, the full security deposit will be returned within fifteen (15) days of the date of use.
4. Cancellations must be made twenty-four (24) hours prior to use and by 12:00 noon on Friday for cancellation of weekend use. Only under these conditions will monies be refunded. In other than emergency situations, a ten percent (10%) fee will be charged for refunds.
5. At time of application, the individual and/or organization will provide the school with proof of certification of adequate liability insurance coverage. This applies only to non-school organizations and non-school related functions.

Specific Conditions for the use of School Facilities

1. The applicant is responsible for restoring the facility and its surrounding areas to its original condition according to agreed upon time limits. This includes table clean-up, removal of any and all trash to trash cans, and removal of all decorations and left over food
2. The applicant will use the facilities in accordance with all local, state, and federal fire, safety, and sanitary regulations. In addition, the applicant agrees to abide by the regulations covering the facility as imposed by the school. (See Rules)
3. The applicant will hold the school harmless from any damages, charges, suits, or costs for any delinquency, non-compliance, or violation of any liability, for costs for damages of injury to persons or property.
4. The hours of use will not vary.