

Regulations for Use of the Marian Center

1. This Rental Agreement sets forth the rules and regulations for the Applicant's use of the Marian Center. The Applicant is responsible for enforcing these rules and regulations and is responsible for the conduct of its invited guests and any other person using the Marian Center who is present as a result of Applicant's use of the Marian Center (such as hired_ musicians, caterers, and employees thereof).
2. Applicant must restrict all activities to the Marian Center. The Applicant may use Church's parking lot but shall use only those parking spots designated by the Marian Center Administrator. Applicant may not use the Church building, the school building or other Church property related property.
3. Scheduling of the Marian Center shall be coordinated through and approved by the Marian Center Administrator.
4. A Friday or Saturday rental requires the use of a caterer. In addition, during all other times, if food is to be served, a caterer on the list approved by the Church must be used. The approved list will be provided to you upon request. A fee will be charged to the caterer by the Church for doing business in the Marian Center. This fee is charged to the caterer for use of the Marian Center's kitchen, equipment, tables and fixtures, as well as the additional expenses incurred by the Marian Center for utilities and cleanup. If there is no caterer because food is not being served, the Applicant is responsible for arranging with the Parish Center Administrator (at a mutually convenient time) for the setting up and removal of tables and chairs, post-event clean-up, and building lock-up, and for negotiating with the Church an acceptable fee, for these services. The fee, payable to the Church, may vary depending on the physical arrangement, number of attendees, work required of custodians, time of event, etc.
5. An event may not exceed five (5) hours in length unless additional time is requested and approved by the Marian Center Administrator. If additional time is requested and approved, there will be an additional charge per hour according to the fee schedule. Each event on a Friday or Saturday evening must terminate by 12:30 A.M. Events on Friday or Saturday with music must arrange for music to stop by 12:00 midnight. Events during Sunday through Thursday must terminate by 11:00 P.M., including music.
6. The Applicant may not at any time alter in any way the building, fixtures, equipment and/or grounds. Absolutely no decorations or signs are to be attached or affixed in anyway to any floors, walls, windows, doors, ceilings or chandeliers. All plaques, pictures, icons, etc. affixed to the walls are permanent parts of the facility and at no time may be removed. Applicant must repair any damage to the Marian Center or any of the grounds upon completion of the event.
7. Absolutely no throwing of rice, confetti or bird seed inside or outside on Church property.

8. All flowers, plants or decorations must have protective bases or waterproof liners to prevent damage to carpeting, dance floor or tables.
9. All decorations, flowers, liquor and food items must be removed from the buildings at the conclusion of the event. The Applicant must remove any litter from the grounds of the Church campus attributable to the event, and must leave the Marian Center free of litter, trash or other debris after the event. The Applicant must clean and replace all equipment or property used by the Applicant after the event.
10. The Applicant may use the Marian Center's screen, podium and sound system, and may provide its own additional audio-visual equipment and facilities at no additional fee. The Applicant may use the Marian Center's audio visual equipment and related property, to the extent that it is available, for an additional fee provided reservations for such equipment and facilities are made in advance. The Applicant shall be solely responsible for the care, custody and control of such equipment and related property and shall hold the Church harmless from any damage, misuse, or theft of the equipment and related property. Tacks, nails, pins, tape or any other fastening device may not be used on equipment, walls, fixtures, furniture or ceilings. No glitter, paint, or confetti may be used for decorating purposes. The Fire Marshall prohibits open flame candles; all candles must be contained in glass or other non-flammable material. The Marian Center Administrator may require an additional deposit based upon the type of event the Applicant intends.
11. Under no circumstances will Church equipment or property be removed from the Marian Center.
12. The Church shall provide a monitor to be present during all events. The monitor is fully empowered to enforce these regulations.
13. There will be no smoking inside the Marian Center, the Church building or any part of the school. Any smoking must occur outside the building near the parking lot in the designated area.
14. The Church reserves the right to withhold twenty (20) of the parking spaces in the parking lot for Church events on the same day.
15. ANY ABUSE, DAMAGE TO, OR LOSS OF CHURCH PROPERTY SHALL BE THE RESPONSIBILITY OF THE APPLICANT RESERVING AND/OR USING THE FACILITY. INCURRED COSTS SHALL BE PAID BY SUCH APPLICANT.
16. The Applicant reserving the Marian Center shall be responsible for all arrangements in connection with the operation of the bar(s) where alcoholic beverages will be dispensed. One or more qualified bartenders must be hired or retained to operate such bar(s). A "COT" tank required for the beer taps must be provided by the group/caterer using the facility, The serving of alcoholic beverages to minors is strictly prohibited. Said family or group furthermore assumes all responsibility and liability for any claims whatsoever which may arise

out of the use and dispensing of alcohol at the facility, and also agrees to hold the Church and the Diocese of Columbus harmless from any such liabilities. Alcoholic beverages may not be taken or consumed outside of the Marian Center.

17. Subject to any agreement with the selected and approved caterer, the Applicant may purchase and bring their own alcohol; PROVEDED HOWEVER, serving alcohol at an event required both an "open bar" concept and a caterer-furnished bartender. Liquor Commission control laws are very straight-forward and are not negotiable: the Clintonville Community in which The Marian Center is located is "dry:" therefore, the Applicant may not have a "cash bar" or in anyway sell any alcohol. The Applicant may serve alcohol complimentary; that is, free to lawfully aged persons, but the Applicant cannot in any way, directly or indirectly, charge any fee or price for the alcohol, such as asking for donations. The caterer is under the same restrictions as the Applicant. The Applicant may not furnish its own bartender. Therefore, if the Applicant is going to provide it must retain an approved caterer.

18. Fees shall be as follows:

FRIDAY or SATURDAY (COMMENCING NO EARLIER THAN 5:30 P.M.) DAY BEFORE A HOLIDAY, AND HOLIDAYS:

APPROVED CATERER REQUIRED

Reservation (not to exceed five hours)	\$800.00
Extra Hours (when approved)	\$100.00 per hour.

SUNDAY AFTERNOON (COMMENCING NO EARLIER THAN 1:00 P.M.) THROUGH FRIDAY AFTERNOON AT 4:00 P.M.

APPROVED CATERER IS REQUIRED

Reservation (not to exceed four hours)	\$450.00
Extra Hours (when approved)	\$ 50. 00 per hour

All other Reservations \$TBD

(at times mutually agreed between the Marian Center Administrator and the Applicant, depending upon Parish and School needs)

19. The Applicant shall indemnify and save the Church and the Diocese of Columbus harmless from any costs, damages or liability which may arise in any way from use of the Marian Center by the Applicant or its invitees and guests. The Applicant agrees that if any portion of the Marian Center, the Immaculate Conception School, Immaculate Conception Church and/or other Church buildings or grounds is damaged during such event, the Applicant shall pay to the Church upon demand the amount necessary to completely restore the building or grounds to its original condition. The Applicant hereby assumes full responsibility for the character, acts and conduct of all persons at the event.

20. The Applicant shall neither assign nor sublet its right to use the Marian Center without the prior written approval of the Marian Center Administrator.

21. The Applicant recognizes that the Applicant's event may occur at the same time that other events in the Church or in the School are occurring. Applicant shall not disturb or disrupt those activities in any manner whatsoever.

22. No Applicant or person attending the event shall engage in any illegal, immoral or improper activity, which in the sole decision of the Church, shall adversely reflect on the Church. No Applicant or other person attending the event shall sell, broker, barter or trade any item or service during the event without the prior written permission of the Marian Center Administrator.

23. No animals of any kind (other than service animals) shall be permitted in the Marian Center without the express prior written permission of the Marian Center Administrator. I have read and agree to the above regulations.

Applicant: _____

Date: _____