

**Immaculate Conception Church  
The Marian Center**

**Rental Agreement**

Thank you for your application to use the Immaculate Conception Parish Marian Center (the "Marian Center"). Your payment of the deposit in the amount of \$\_\_\_\_\_ confirms your reservation of the Marian Center for your event on the \_\_\_\_\_ (date set forth in the Application attached hereto), subject to the terms of this Agreement.

You have the right to a full refund of the deposit set forth above if you cancel the above reservation six (6) or more months prior to the date of the event. If cancellation takes place less than six (6) months prior to the date of the event, your deposit shall be forfeited.

Immaculate Conception Church (the "Church") reserves the right to cancel any reservation, at any time, if it determines that the information contained in the attached Application is inaccurate or if it determines that the proposed event is in any way contrary to the teachings of the Catholic Church. If this should occur, you will be notified and the deposit will be refunded in full.

The Church reserves the right not to rent the Marian Center to any person, entity or group and for any activity which it finds to be unacceptable.

Renter is responsible for any liability or property damage should negligence occur. The Church and/or the Diocese of Columbus reserve the right to pursue legal action if warranted.

It is recommended that individuals or organizations contact their personal insurance agents to obtain a separate policy with Liability and Property Damage coverage limits of \$1,000,000.00. A Certificate of insurance naming the Church and the Diocese of Columbus as the "Additional Insured" should be obtained.

**PLEASE READ AND SIGN THE ATTACHED REGULATIONS FOR USE OF THE MARIAN CENTER. YOUR APPLICATION IS NOT COMPLETE UNTIL A SIGNED COPY OF THESE REGULATIONS IS RETURNED TO OUR OFFICE ALONG WITH THE DEPOSIT AS PROVIDED IN THE FIRST PARAGRAPH ABOVE.**

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## Application for Use of The Marian Center

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

Contact Person: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Will Food Be Served: Yes No

If so:

What Type (i.e. dinner, snack, dessert, etc)?

Which church approved caterer will you be using?

Will there be alcohol served? (See special requirements in Paragraph 17)

Will there be entertainment?

If so, please describe:

If the event is a wedding reception, where will the wedding be held?

OFFICE USE ONLY:

Application Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Amt. Paid \$ \_\_\_\_\_

Date Paid \_\_\_\_\_