

St. Vivian Church

Usage Agreement Terms

1. **SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING.**
2. **DAMAGE:** It is understood that any damage or loss occurring to the building or its contents or grounds shall be the responsibility of the user. The parish reserves the right to request reimbursement for any damage incurred over and above the damage deposit, which is refundable after the event upon inspection of the premises.
3. **INDEMNIFICATION:** The user, in consideration of this agreement, does hereby agree to indemnify and hold harmless the Archbishop of Cincinnati and his successors as trustee for the congregation of Saint Vivian Catholic Church and the Archdiocese of Cincinnati, their respective representatives, agents and employees of any and all demands, causes of action or any other claims what ever for damage to property, injury or death to persons, arising out of, or connected with the use of the premises by the user and all persons attending the event.
4. **ALCOHOLIC BEVERAGES:** The user may provide any alcoholic beverage at no cost to the guests and assumes total responsibility; this means the user is responsible for controlling the amount served to any one person, preventing minors from being served and for ensuring all alcoholic beverages are consumed in the building. The user must provide their own bartenders.
5. **DEPOSIT:** In case of cancellation the deposit (**\$75.00**) will be returned only if the room is rebooked. **The final payment must be made TEN (10) days before the event.**
6. **DECORATIONS:** Only masking tape may be used to affix decorations to the walls, and all tape must be removed after the event. All candles must be enclosed safely in glass containers. Rice, birdseed, (etc.), may not be thrown at weddings. Confetti, glitter and sand may not be used on the premises. No signs or balloons may be affixed to the St. Vivian outside signs.
7. **ENTERTAINMENT:** All entertainment should conform to acceptable Christian Standards.
8. **CLEAN UP:** Removal of all personal items, decorations, food, (etc.) is the responsibility of the user. All trash should be collected in bags supplied by St. Vivian and deposited inside near the outside doors to the facility. Any large spills should be cleaned up immediately. St. Vivian is not responsible for personal items that are lost, stolen or damaged.
9. **FACILITIES HOURS:** All facilities close at 12:00 (midnight). Our security system will set at midnight, therefore, all persons must be out of the building and the doors must be secured prior to that time. Any violation that causes the alarm to sound will result in loss of your deposit.
10. **TIME AVAILABLE:** This agreement entitles the user to use the (facility) _____ on _____ for a ____ hour period beginning at ____ and ending at ____ (Setup after).

The undersigned acknowledges receipt of the “**USAGE AGREEMENT TERMS**” and the “**HOLD HARMLESS AND INDEMNIFICATION**”.

Signature: _____ Date: _____
(User)

Signature: _____ Date: _____
(St. Vivian Representative)