

**St. Edward Catholic Church**  
**1216 N. Sixth St.**  
**Chillicothe, Illinois 61523**  
**309-274-3809**

**FACILITY USE AGREEMENT**

This Use Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_ (Hereinafter referred to as “User”) and St. Edward Catholic Church (Hereinafter referred to as “Parish”).

1. The User agrees to pay the Parish for use of the Facilities the sum of \$ \_\_\_\_\_ for the period of \_\_\_\_\_ hours from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_. A deposit of \$125 shall be paid at the time this Agreement is signed to reserve the Parish Hall. This deposit will be returned in full if the Facility is returned in satisfactory condition.
2. The User fee is due a minimum of one (1) week prior to the event. If not, the Parish is free to schedule other events on the reserved date. Registered parishioners will receive a 10% discount.  
User Fee Schedule:
  - Parish Organization(s) – No User Fee
  - Non-Parish Organization(s) or individual rental:
    - Gymnasium - \$20 per hour
    - School Cafeteria, Kitchen and Gymnasium - \$125/(5 hours), \$30 each additional hour
    - Longman Parish Hall - \$225/(6 hours), \$50 each additional hour
3. Liability insurance is required by the Diocese of Peoria. This insurance is obtained by the Parish at the expense of the User. \$100.00, payable to “Dunne Property, N.F.P”, must be paid at the time this Use Agreement is signed. This payment is non-refundable.
4. In lieu of purchasing special event insurance, an individual or organization may provide a Certificate of Insurance documenting general liability coverage in the amount of one million dollars (\$1,000,000) per occurrence. ***This certificate must name the parish and Catholic Diocese of Peoria as an ADDITIONAL INSURED.***
5. The sale of alcoholic beverages by the Parish or a Parish Organization requires a temporary license in the Parish name obtained for a single event and displayed publicly. This includes events where an entry fee is charged and drinks are included in that charge.
6. For Non-Parish Organizations and individuals that want to sell alcoholic beverages at a function, the State of Illinois requires a temporary license. It is the User’s responsibility to obtain and show proof of the license a minimum of one (1) week prior to the event. If not, the Parish is free to schedule other events on the reserved date.
7. Persons dispensing or serving alcoholic beverages must be at least twenty-one (21) years of age. Alcoholic beverages may never be served to anyone under the age of twenty-one (21). At no time may alcoholic beverages be consumed in school facilities when children are present.
8. All of St. Edward’s Facilities are **NON-SMOKING**. There may be no smoking in any interior part of any building at any time.

9. All events must end by midnight.
10. Set-up and decoration for the event is allowed the morning of the event, provided the Facility is not in use. If there is no other event scheduled for the night previous, a separate, courtesy agreement may be made with the Parish for access during those hours.
11. The Parish reserves the right to approve all caterers, musicians, florists or other outside vendors that may be contracted by the User.
12. The usage period, as set forth in Item 1 hereof, includes clean-up. All decorations and personal property must be removed at the end of the event.
13. The Parish shall not be responsible for any articles lost, stolen or left in any Facility. Any item(s) left beyond fifteen (15) days shall become the property of the Parish to be disposed of as the Parish sees fit. Food and/or beverages left in the facility shall immediately become the property of the Parish to be disposed of as the Parish sees fit.
14. The User agrees to comply with the check-list below concerning the condition of the Parish Hall at the time of departure.

Is the Parish Hall in original condition?	Yes[ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
Are the tables and chairs back in the storage closet?	Yes[ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
Are the floors swept and/or mopped?	Yes[ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
Was the kitchen properly cleaned?	Yes[ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
Are the bathrooms clean?	Yes[ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
Are the lights turned off?	Yes[ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
Are the windows closed and doors locked?	Yes[ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
Has the key been returned?	Yes[ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]

15. Any damage to the Parish Hall must be reported to the Parish Office or Parish Agent as soon as possible. The User shall be responsible for any repair(s) or replacement of the damaged item.
16. The User shall indemnify and hold harmless the Parish against any expense or liability resulting from the acts or omissions of the User, its agents, assigns or employees. The User agrees to prosecute or defend such actions and charge to User the reasonable costs thereof, including legal fees.

This Use Agreement shall be binding upon the heirs, executors, assigns, personal representatives and successors of the parties. If any provision hereof is found to be invalid, such invalidity shall not invalidate the entire Use Agreement, but the Use Agreement shall be constructed as not containing the invalid provisions(s).

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Agent to St. Edwards Catholic Church

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Title

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User