

Dear Renter,

Thank you for considering Newark Catholic High School for your rental needs. Please read through the entire packet carefully.

If a wedding or baptism is to be held in our chapel, the wedding date must be confirmed by your priest of choice before a rental contract can be established.

Please complete the required forms, initialed or signed in the appropriate areas. We ask that no line be left blank, all information is important for the office staff to complete your application as quickly as possible.

Additionally, please return the below items to the school office ASAP to establish a rental date. Dates can be reserved beginning in June for the subsequent scheduling year (August through July), as our school activities take precedence over rentals. A date will not be held without these five items:

* $100 Deposit (make check payable to Newark Catholic High School)
* Newark Catholic Rental Agreement
* Application/Terms and Conditions
* Hold Harmless Agreement
* Facility Use Application and Indemnity Agreement Form

Please return the below to the school office accordingly:

* Rental Fee – due at least 2 weeks prior to the event
* Set up night before, 5:00pm – 10:00pm – additional $100.00 – due with Rental Fee
* Diocesan application to purchase insurance – due **4 weeks** prior **OR** Proof of insurance – due **2 weeks** prior

*If these items are not received on time, the rental will be canceled, and deposit may be forfeited.*

Please keep the remaining portions of the rental info packet to reference. Return of your deposit (partially or in full) is dependent upon following the guidelines it contains.

The school uses these facilities consistently and availability changes quickly. For this reason, early and complete submission of the required items is essential in booking the space you desire.

If you have any questions, please email or call.

Sincerely,

Brooke Riggleman

Director of Advancement

740-344-3594

Email: briggleman@newarkcatholic.org

## FACILITY RENTAL FEE SCHEDULE

**Auditorium $150**

**Auditorium with specialty lighting and sound $200**

**Cafeteria $100**

**Cafeteria with kitchen $125**

**Gymnasium $100**

**Gymnasium with Bleachers $150**

**Auxiliary Gym $50**

**Chapel $100**

\*all prices include custodial, maintenance, and auditorium staffing on a per hour basis

## Refundable Deposit $100

Upon satisfactory check-out, your deposit will be credited to your invoice sent within one week following the event. Also note, if you cancel your reservation less than 2 months of the event, no deposit will be returned.

## Auditorium $150-$200

Duration: includes set up and clean up time

Capacity: 500 Theater Seating, Orchestra Pit (20 choir/10 with instruments)

Room Access: theater, lobby, restroom facilities, green room, and A/V tech (see additional agreement)

Access Times: 8 am – 10 pm/ all parties **must exit by 10 pm**

\*Additional set up night before (if available), 7 pm –10 pm – additional $50.00 due with rental fee

\*\*Any dance performances using anything, but soft sole shoes, must supply a stage to protect the curtain

\*\*\*At no time will the existing piano be moved

## Cafeteria $100-$125

Duration: up to 6 hours including cleanup and setup time Capacity: 100 dining

Room Access: Monitor for A/V tech, warming area, microwave

Furniture: Long tables with chairs, set up for cafeteria dining

Access Times: 8 am – 10 pm/ All parties **must exit by 10 pm**

\*All supplies must be provided, including cooler for drink/food

\*\*Must leave in same condition as found or deposit will **not** be included in invoice

## Gymnasium $50-$150

Duration: up to 6 hours including cleanup and setup time

Capacity: 500 with bleachers (aux. gym for up to a team practice use only, minimal fee of $50)

Room Access: main gymnasium, boys and girls locker rooms

Access Times: 3 pm – 10 pm school days/8 am – 10 pm non-school days. All parties **must exit by 10 pm**

## Chapel $100

Duration: up to 3 hours including cleanup and setup time Capacity: 100

Room Access: Chapel with Pews

Access Times: 10 am – 8 pm/ All parties **must exit by 8 pm**

\*Additional set up night before (if available), 5 pm –8 pm – additional $50.00 due rental fee

## REGULATIONS FOR USE OF FACILITY

## 1. Scheduling of all activities shall be approved by the Principal or their Designate.

## 2. The serving of food or beverages by FACILITY USE APPLICANT shall be approved, in advance, by the Principal or their Designate.

## 3. At the conclusion of each activity, FACILITY USE APPLICANT shall be responsible for returning the facility to its original condition. This shall include, but not be limited to, rearranging furniture and tying of trash bags.

## 4. Absolutely no decorations or signs are to be attached or affixed in any way 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. Any special requests shall be approved by the Principal.

## 5. Under no circumstances will church equipment or property be removed from the building.

## 6. LOCATION will provide a contact person to be available to FACILITY USE APPLICANT during all activities. The contact is fully empowered to enforce these regulations.

## 7. There will be no smoking inside the building. Smoking can occur outside the building near the parking lot. Failure to adhere to this provision is grounds for immediate cancellation of this agreement.

## 8. FACILITY USE APPLICANT is responsible for any Liability or Property Damage that occurs as a result of their activity. LOCATION and/or the Diocese of Columbus will pursue legal action if warranted. FACILITY USE APPLICANT must provide LOCATION with proof of liability and property damage insurance coverage with limits of at least $1,000,000 per occurrence. A Certificate of Insurance naming LOCATION and the Diocese of Columbus as Additional Insured must be submitted to the Pastor/Principal or their Designate prior to the first scheduled activity. FACILITY USE APPLICANT shall not change or cancel this insurance without prior, written notice to LOCATION. Should the policy be cancelled by FACILITY USE APPLICANT, LOCATION reserves the right to cancel this agreement immediately, without penalty.

## 9. As an alternative to the requirements of Section 9, FACILITY USE APPLICANT may purchase Special Event Coverage insurance through LOCATION. If choosing this alternative, FACILITY USE APPLICANT must submit the application and appropriate payment for Special Event Coverage no less than 15 days in advance of their event. Payment for this insurance is in addition to the fee charged in Section 8.

## 10. If the event or program on Diocesan property entails any parents or guardians of minors (defined as younger than 18 years of age or 21 years or younger for persons who are developmentally disabled) giving over care, custody, or control of their children to others, all adults (defined as 18 years of age or older) working with those minors must have a background check acceptable to LOCATION performed and attend a Protecting God’s Children seminar prior to commencing any activity at the facility.

## It is FACILITY USE APPLICANT’s responsibility to assure compliance with this requirement and appropriate filing of paperwork with LOCATION. FACILITY USE APPLICANT agrees to reimburse LOCATION for costs associated with the background check and training.

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| **Name** | **Role/Responsibility** | **Email** | **Phone #740-344-3594** |
| Brooke Riggleman | Rental Agreement-Calendar | briggleman@newarkcatholic.org | x 236 |
| Jodi Snider | Accounting  | jksnider@newarkcatholic.org | x 227 |
| Jeff Dodson | Custodial and Maintenance | jdodson@newarkcatholic.org | x215 |
| Russ Nelson | Technical and Lighting | rnelson@newarkcatholic.org | x227 |
| Sadie Gastineau | Stage and Music | sgastineau@newarkcatholic.org | Call School Office |