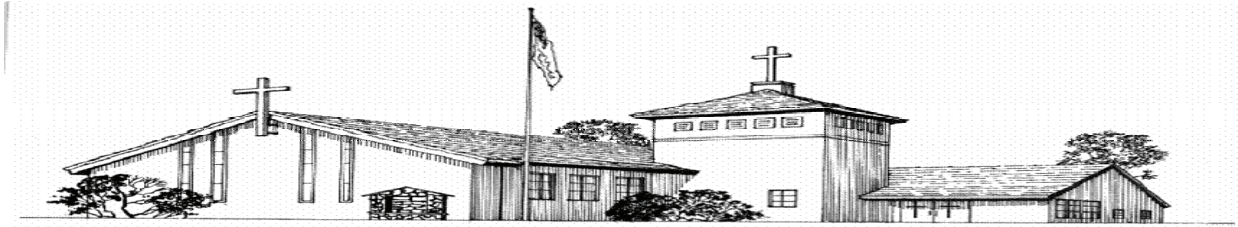


Page 1 of 4
Facility / Event Request Form
(One form per event)



St. Philip the Apostle
511 S. St. Philips St.
Payson, AZ 85541
Phone 928-474-2392 Fax 928-474-9661

Today's Date: _____

Name of individual and/or organization

Contact Person: _____ Telephone: _____

Event being held: _____

Is this a fund raising event? _____ If so, please explain the purpose and or/goal:

(Please submit budget for Fund Raising event)

Do you need to advertise this event in the Parish Bulletin? _____ if so,
enclose Bulletin Announcement.

Facility Requested:

Parish Center:

Main Hall Full Kitchen Warming Kitchen

Conference Room Room 2 Room 3 Room 5 Room 6

Date Requested _____ Time From _____ To _____

For Recurring Events:

Dates: From _____ to _____

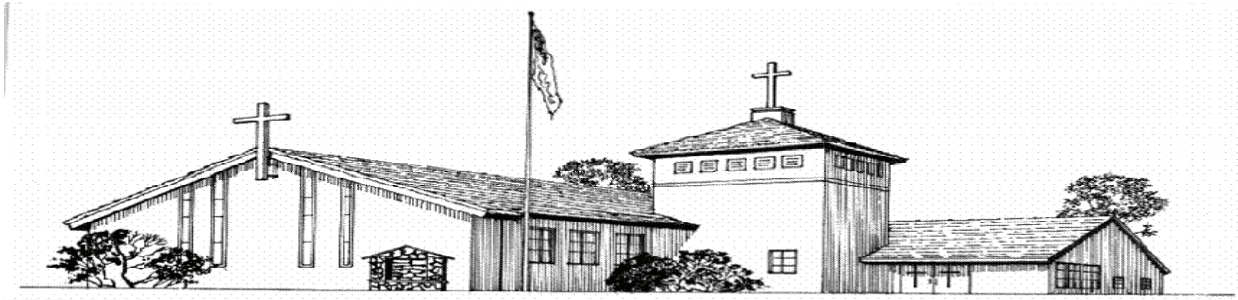
Or

Day(s) of the Week _____ Time From _____ To _____

Signature of Contact Person: _____

*** The Key to the facility is to be checked out from the business office the same day of the event and returned to the office door slot at the closing of the event.

Page 2 of 4
Rental Agreement
Terms and Conditions of Facilities Rental



St. Philip the Apostle
511 S. St. Philips St.
Payson, AZ 85541
Phone 928-474-2392 Fax 928-474-9661

1.) Applications:

- A) Rental applications may be picked up at the Parish office during regular office hours.
- B) Completed applications must be turned into the Parish office during regular business hours 30 days prior to the event, (except for a funeral luncheon).

2.) Fees:

- A) See Rental Agreement Page 2 for Rental Fees, Security Deposits and Cleaning Deposits.
- B) Deposit refunds are contingent to the cleanliness and repair needs after the event. The facilities will be inspected as soon after the event as possible.
- C) St. Philip the Apostle Church will deduct the appropriate amount from your security and/or cleaning deposits for any damages that occur to the rented facilities that are a direct result of your rental party.
- D) If any damages exceed the amount of the security and/or cleaning deposits, the applicant will be responsible for the cost of repairs to return the facilities to their original condition.
- E) The Rental Fees do not cover the cost of Liability Insurance.
- F) The renter is responsible for providing General Liability Insurance of \$1,000,000 each Occurrence Insurance Certificate holder must be :
The Roman Catholic Diocese of Tucson P.O. Box 31 Tucson, AZ 85702 &
St. Philip The Apostle Church N.P.C. 511 S. St. Philips St. Payson, AZ 85541.
- G) If the renter does not have a General Liability Insurance Policy of \$1,000,000 then the renter must submit a check or money order made out to the Diocese of Tucson to purchase General Liability Insurance for coverage of the event. (See attached application).
- H) All fees are to be paid one month prior to the event.

3.) Kitchen:

- A) The kitchen is rented separately. See Rental Agreement Page 2 for rental fees, Security Deposits and Cleaning Deposits.
- B) To use the full kitchen (Not warming kitchen) you must have someone who is certified by the State of Arizona Department of Health present throughout the event.

3.) Security:

- A) St. Philip the Apostle Parish will not provide security personnel and reserves the right to call authorities and void this agreement if any disturbance is reported during the event.

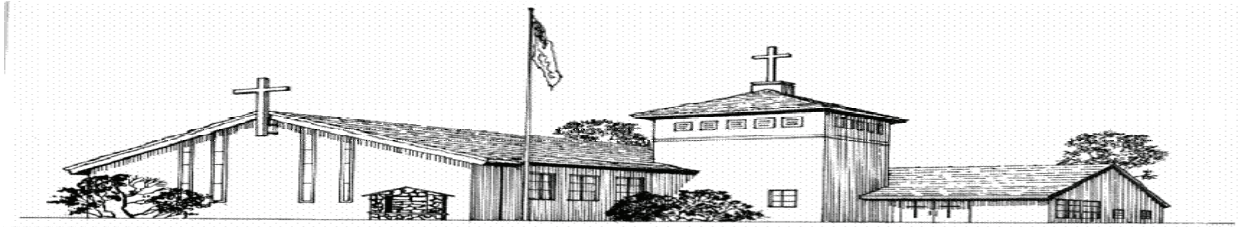
4.) Alcoholic Beverages:

- A) No Alcoholic beverages are allowed on St. Philip the Apostle Parish Premises.

5.) Parish Center Hall Capacity:

- A) The maximum capacity of the Parish Center Hall is 172 people. Violation of this policy may result in cancellation of the event and render this agreement null and void.

Page 3 of 4
Rental Agreement Cont'd
Financial



St. Philip the Apostle
 511 S. St. Philips St.
 Payson, AZ 85541
 Phone 928-474-2392 Fax 928-474-9661
Facilities Rental Fees

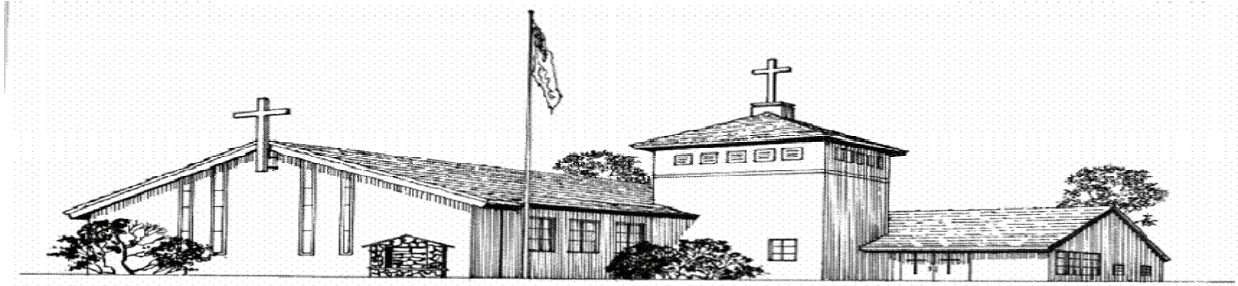
For and in consideration of the rental and service charges listed below and the conditions set forth herein.

 Name of individual and/or organization
 Does hereby enter into this agreement with the parish to rent the following parish facility
4 Hour Period:

	Rent	Security Deposit	Cleaning Deposit	Balance Due	Refunded
St. Philip Parishioners Hall	\$235.00	\$150.00	\$75.00	_____	_____
Non-Parishioners Hall	\$350.00	\$150.00	\$75.00	_____	_____
Each additional Hour	\$50.00			_____	_____
Full Kitchen :	\$100.00	\$50.00	\$50.00	_____	_____
Warming Kitchen Only	\$50.00		\$25.00	_____	_____
Parishioners Per Room	\$30.00			_____	_____
Non Parishioners Per Room	\$35.00			_____	_____
			Total	_____	_____

Rental Agreement Attached Part and Parcel.
Diocesan Insurance See Attached Liability Insurance Form

Page 4 of 4
CLEAN-UP CHECKLIST



St. Philip the Apostle
511 S. St. Philips St.
Payson, AZ 85541

Phone 928-474-2392 Fax 928-474-9661

KITCHEN:

Sink scrubbed down
Stove completely cleaned—
no grease on any surface
Oven completely cleaned
Counter tops completely cleaned
Floor swept and mopped
Refrigerator empty and cleaned
No marks on walls

REST ROOMS:

Floor swept and mopped
Toilets clean
Sinks clean
Trash cans emptied
Mirrors clean
Soap Dispensers clean
Showers clean
No marks on walls

HALL:

Floor swept and mopped (if necessary)
All decorations completely removed
Windows cleaned
No marks on walls

PHONE in hall:

May be used for emergency calls only.

LIGHTS OUT

DOORS LOCKED

CLEANING SUPPLIES:

Mops and buckets are located in laundry area of "Utility Closet".
Use water only on floors
Broom and dust pan are located in the tall closet
in the kitchen to the left of the sink

GARBAGE: Please use large garbage cans to dispose
of garbage. Garbage cans should be emptied into
trash bin next to garage

STORAGE OF TABLES & CHAIRS:

Round tables should be stored on racks located in "Utility Room"
Racks should hold 8 tables each.
Chairs may be stored in classrooms Please do store in rooms 5 or 6



DIOCESE OF TUCSON
BISHOP MORENO PASTORAL CENTER
PROPERTY & INSURANCE DEPARTMENT

111 South Church Avenue • P. O. Box 31
Tucson, Arizona 85702-0031
520-792-3410 FAX 520-792-0291

MEMORANDUM

TO: ALL PARISHES
FROM: LIZ AGUALLO *Liz G.*
DATE: SEPTEMBER 3, 2013
SUBJECT: SPECIAL EVENTS COVERAGE –
EFFECTIVE OCTOBER 1, 2013-OCTOBER 1, 2014

Attached is the Special Events Application for Outside Users. This is for those people who are interested in renting your parish facilities. The insurance company for this policy is **Atlantic Specialty Insurance Company**. Please discard all of the forms from the previous year. This policy is part of the insurance program under Western Catholic Insurance Company. The Special Events Application can also be printed off our website at www.diocesetucson.org. Please click on Property & Insurance Department and look for FORMS.

The pricing has remained the same from last year. If you have participants ranging between 1-100 the price is \$128.00 per event and if you have participants ranging between 101-500 the price is \$158.90 per event. The Diocesan administrative fee has been calculated into the premium.

FYI: If a user will be SELLING liquor at their event, they will need to purchase "With Liquor Liability". This fee is also based on the number of participants. In addition, they will need to obtain a special use permit from either the city or county, depending on the municipality your facility is located in.

All checks for Special Events Coverage should be made payable to: **Pooled Self-Insurance Retention Trust (PSIRT)**. The check needs to be issued by the parish and not by the outside party using the parish facilities.

THE OUTSIDE USER MAY ALSO PROVIDE THE PARISH WITH A CERTIFICATE OF INSURANCE NAMING THE DIOCESE OF TUCSON AND YOUR PARISH NAME AS AN ADDITIONAL INSURED. THE COVERAGE MUST BE THE SAME TO WHAT IS ON THE SPECIAL EVENTS FORM.

If you should have any questions or concerns, please don't hesitate to call me here at the Diocese.

**LIABILITY INSURANCE FOR THE EVENTS OF OUTSIDE USERS AT
DIOCESE OF TUCSON FACILITIES**

Event Days: October 1, 2013 to October 1, 2014

INSTRUCTIONS: 1) Complete this form (be sure to provide all information requested). Return original form to the Chancery with payment. Please retain a copy for your records. Check should be made payable to "Pooled Self-Insurance Retention Trust (PSIRT)"

Parish or Agency (Additional Insured – Lessor) _____ Street Address _____ City _____ Zip _____

Facility/Building (i.e., Hall, School Gym, etc.) to be used and address (if different). _____ Parish Phone Number _____

Sponsoring Organization or Individual Lessee

Type of Event: _____ Number of (Daily) Participants: _____

Date(s) of Event: _____

Contact Person: _____ Telephone Number: _____

Address: _____

Will liquor be served? Yes No Will food be served? Yes No

Will liquor be SOLD? Yes No If yes, Liquor Liability must be purchased—see below

COVERAGE IS PROVIDED ONLY FOR THE EVENT AND DATES SPECIFIED ABOVE. PROMPT NOTICE TO THE PROGRAM ADMINISTRATOR OF ANY LOSS OR INCIDENT IS REQUIRED!

Signature of Outside User/Named Insured _____

Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement _____

Date _____

Date _____

Insurance Coverage Provided by: Atlantic Specialty Insurance Company
Limit of General Liability Insurance: \$1,000,000 each Occurrence
Host Liquor Legal Liability: Included
Liquor Liability (required if liquor is sold): Additional Premium Applies (see below)
Third-Party Property Limit: \$1,000,000 (excess \$250 deductible)

Coverage includes mandatory coverage as per the Terrorism Risk Insurance Act of 2002 and its extensions.

_____ 1 to 100 Daily Attendance ...	\$128.00	_____ WITH Liquor Liability ...	\$205.25
_____ 101 to 500 Daily Attendance ...	\$158.90	_____ WITH Liquor Liability ...	\$349.45
_____ 501 to 1,500 Daily Attendance ...	\$190.55	_____ WITH Liquor Liability ...	\$458.35

TOTAL PAYABLE: \$ _____

This notification of an event *must* reach the Chancery at least seven (7) days prior to the event.

Remit originally completed form, one copy and payment to:

Program Administrator:

Diocese of Tucson
P. O. Box 31
Tucson, AZ 85702
Attn: Insurance Department

Arthur J. Gallagher Risk Management Services
P.O. Box 7443
San Francisco, CA 94120-7443
Phone: (415) 546-9300