

# Saint Monica Pavilion Reservation Form

Event \_\_\_\_\_

Organization \_\_\_\_\_

Title: \_\_\_\_\_ Approximate Number Involved \_\_\_\_\_

Date \_\_\_\_\_ Time of Event: **Start Time** \_\_\_\_\_

(one date per form) **Completion Time** \_\_\_\_\_

## Contact Person:

Name \_\_\_\_\_ Parish No \_\_\_\_\_

Address: \_\_\_\_\_

City/ \_\_\_\_\_ Ohio Zip \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Day Time

(\_\_\_\_\_) \_\_\_\_\_ Other

Deposit Paid **Y or N** \_\_\_\_\_ (date) \_\_\_\_\_ check # \_\_\_\_\_ cash \_\_\_\_\_

The person reserving the pavilion must be a registered **active** parishioner of St. Monica Church. A one hundred fifty dollar (\$150.00) deposit is required and if all user responsibilities are met a check in the amount of \$100.00 will be refunded. St. Monica agrees to grant to the person reserving the pavilion to use it for the specified event. At no time can the pavilion be used in any manner that is contradictory to the teachings or mission of the Roman Catholic Church, that promotes the espousal of any particular belief or viewpoint that is contradictory to the teachings of the Roman Catholic Church as determined by the Bishop of Cleveland, or that is otherwise injurious to the reputation of St Monica Parish, the Diocese of Cleveland, or the Bishop of the Diocese of Cleveland. **In addition, insurance is now necessary when using the pavilion.**

## User Responsibilities:

The event must be scheduled with the parish office BEFORE advertising your event.

Pavilion keys must be picked up in the office during normal business hours.

Keys must be returned to the Office by the next business day.

Pavilion drive by garage doors are for drop off only.

Please use parking lot located between pavilion and parish office.

All trash is to be picked up IN AND AROUND the pavilion.

Trash bags are to be removed from pavilion and placed in dumpster.

Tables need to be wiped off and cleaned; Pavilion floor swept.

Wash rooms are to be cleaned, floors swept and left in good order.

User is accountable for securing/locking up all pavilion doors at the end of event and any damages.

No alcohol beverages or drugs are permitted in or around the pavilion.

Grills are prohibited inside the pavilion

Report any damages to the Office when keys are returned. Pavilion closes at 10:00 P.M.

Parishioner Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ (Pastor) Date \_\_\_\_\_

For Office Use Only

Date Received \_\_\_\_\_ Inspected by \_\_\_\_\_ Deposit Returned **Y or N** \_\_\_\_\_

\$ \_\_\_\_\_ Withheld

Reason:: \_\_\_\_\_

Damage: \_\_\_\_\_



Catholic Diocese of Cleveland

### SPECIAL EVENTS LIABILITY INSURANCE APPLICATION

**APPLICATIONS MUST BE RECEIVED 48 HOURS PRIOR TO THE EVENT TO OBTAIN COVERAGE**

LIMIT OF LIABILITY | \$1,000,000

#### LOCATION TO BE INSURED

**PLEASE COLLECT PAYMENT FROM APPLICANT AND DEPOSIT INTO YOUR ACCOUNT  
THIS CHARGE WILL APPEAR ON THE MONTHLY STATEMENT FROM THE DIOCESAN FINANCE OFFICE**

Parish | School | Institution \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### APPLICANT

**PREMIUM OF \$110 (One event up to 4 continuous days) SHALL BE COLLECTED FROM APPLICANT  
PAYABLE TO PARISH | SCHOOL | INSTITUTION LISTED ABOVE**

Party Requesting Coverage \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_ Cell \_\_\_\_\_

#### NON-DIOCESAN | NON-PARISH INSURED EVENT

Date \_\_\_\_\_ Time : \_\_\_\_\_ to \_\_\_\_\_ Approximate number of participants \_\_\_\_\_

Type of Event (reception | shower | bereavement | meeting, etc) \_\_\_\_\_

**\* ATHLETIC EVENTS ARE NOT COVERED.**

Will you be serving food?    No    Yes;    Catered?    No    Yes\*    By: \_\_\_\_\_

Are you bringing in any equipment?    No    Yes    Describe: \_\_\_\_\_

**Please complete Facilities Use Agreement per Diocese Legal for all events per: <http://www.dlscplan.org/miscellaneous.asp>**

Are Alcoholic beverages, including beer or wine, being served?    No    Yes\*

\* If yes, are you charging admission?    No    Yes

**THE SELLING OF ANY ALCOHOLIC BEVERAGE AT YOUR EVENT IS STRICTLY PROHIBITED!**

**THE INSURANCE BEING APPLIED FOR BY THIS APPLICATION DOES NOT COVER LIQUOR LIABILITY  
AT ANY EVENT OPEN TO THE PUBLIC OR AT ANY EVENT WHERE ALCOHOLIC BEVERAGES ARE SOLD.**

The Ohio Department of liquor Control allows only non-profit charitable institutions to obtain a temporary beer/wine/liquor permit for events where such alcoholic beverages are sold. Under Ohio law, a permit is required for anyone selling alcoholic beverages; selling is defined to include any form of remuneration for alcoholic beverages, including where such beverages are provided as part of an admission ticket price. Applicants providing alcohol, refer to the requirements associated with Temporary Liquor Permits from the State of Ohio found at: [https://www.com.ohio.gov/documents/liqr\\_TempFAQChart.pdf](https://www.com.ohio.gov/documents/liqr_TempFAQChart.pdf)

**EMAIL COMPLETED APPLICATION WITHOUT PAYMENT TO**

[InsuranceRequest@dioceseofcleveland.org](mailto:InsuranceRequest@dioceseofcleveland.org)