

SECTION 4 – Insurance Requirements and Hold Harmless Agreement

All organizations or groups requesting use of Holy Cross Lutheran Church of Ronkonkoma, herein after referred to as Holy Cross, facilities must provide a certificate of insurance with Holy Cross Lutheran Church of Ronkonkoma as a certificate holder and a fifteen (15) day cancellation notice. Certificates must be originals, no photocopies will be accepted. Certificates can be mailed to the church office at: 307 Hawkins Avenue, Ronkonkoma, NY 11779.

All certificates must include the following information: Producer, Insured (Must match the name of the organization applying for use), Companies Affording Coverage, General Liability Coverage w/policy number. Liability coverage must be a minimum of \$3,000,000 for General Aggregate, Personal Injury, Each Occurrence shall be \$1,000,000.

Additionally, if any minor(s) (those under 18 years of age), are attending the event, then a separate accident policy must be in effect with a minimum \$1,000,000 coverage limits. Documentation of this may be included on the above required certificate or may be another certificate. Any additional certificate must also name Holy Cross Lutheran Church of Ronkonkoma as a certificate holder with a 15 day cancellation notice.

It is recommended that the organization insure all of its own property and materials that will be brought to and used on Holy Cross' property. Holy Cross will not be liable for any loss or damage to any personal or organizational property or materials while on its premises. Above stated coverage limits are minimum standards required by Holy Cross. The Church Council reserves the right to require higher limits of coverage based upon the type of event and facility use being requested, The Church Council will notify the applicant of a requirement for higher coverage limits after the Council has reviewed this application. If the Council determines that a higher coverage limit is needed, the organization may not use the facilities until a new certificate(s) is furnished to the Council.

I, the undersigned, being the legal authorizing agent, for the above mentioned organization or group, with the legal power to act its behalf, have read and understand the above statement on insurance. I have provided documentation of insurance, as required, and attached it to this application. I further certify that I, the applying organization or group, and all those attending the event sponsored by my organization will hold Holy Cross harmless with regards to all claims, accidents and liabilities that arise out of our using the above requested facilities. Any and all claims and liabilities will be directed to our (organization applying for use) insurance carrier, not Holy Cross'. Claims and liabilities, as well as, any court and legal fees, nor covered by insurance will be the responsibility of the organization and its officers applying for use of facility, including the agent that applied for the facilities use.

SECTION 5 – Terms of Use

Use of the Fellowship Hall is limited to one-hundred (125) guests

Sufficient table and chairs are provided in the Fellowship Hall, no tables or chairs may be moved to the Hall from any other part of the building.

Holy Cross Lutheran Church will refund security deposit upon inspection of facility after use/event.

Facilities will be inspected by an authorized Holy Cross staff or Council member prior to and after use. Any damage to facility or property, including missing property such as tables and/or chairs will be deducted from the applicant's security deposit.

Holy Cross's Event Monitor will be on the premises during the event, The event monitor will open the building fifteen minutes prior to the event.

No alcohol or illegal drugs are permitted on the premise.

All garbage must be removed from the facility after the event. All food preparation areas must be cleaned and returned to pre-event condition. Spills must be cleaned up and trash removed from floors.

There is no smoking permitted inside the building.

All people attending the event must obey all rules and regulations of Holy Cross Lutheran Church, parking will in the lot only. Organizations using the facility will be liable for all traffic and vehicle concerns with regard to the event.

Organizations will immediately contact the event monitor concerning any problem with regard to the facility.

SECTION 6 – Signature

I have read and understand all sections of this application, and agree to all conditions stated above. I certify that I have the legal authority to act on behalf of the organization applying for the use of the facilities, and will be personally responsible for compliance with all the above terms of this application:

Signature: _____ Print Name: _____

Date: _____ Title: _____ Organization: _____

For Office Use:

Application Reviewed By: _____ Date: _____ [] Complete [] Incomplete [] All documents attached

Church Council Meeting Date: _____ [] Approved [] Denied Council Recording Secretary: _____

Reason/Notes: _____

