

Church of the Assumption Parish

Use of the Parish Center / Providence Room for PRIVATE EVENTS

WHO may use the Parish Center / Providence Room?

Registered Parishioners may use the Parish Center main Hall and/or Providence Room for the following purposes:

- Wedding Receptions (where the bride/bride's family or groom/groom's family are registered parishioners)
- Baptism, Anniversary, Birthday & Retirement Parties, showers (wedding, baby, etc.) for registered parishioners.
- Family Reunions and Funeral family gatherings of registered parishioners.
- Assumptions School Class Reunions or OLG events.
- Special community events with permission of the pastor.

WHEN can the Parish Center / Providence Room be reserved?

The Parish Center/Providence Room may be reserved for Friday, Saturday or Sunday afternoons/evenings.

The Parish Center/Providence Room may be reserved for 4 hour periods.

All activities must be over by 12:00am / midnight.

What is the COST to use the Parish Center Main Hall (Gym) or Providence Room?

- The cost to use of the Main Hall (Gym – Capacity 400) for 4 hours is \$275.00 (payable to Assumption)
 - o Note – The Archdiocese of Cincinnati additionally requires that any parishioner using a parish facility for a personal event obtain a \$1,000,000 liability insurance policy for the evening at a cost of \$125 (see “Application for Special Events Coverage”) – payable to Arthur J. Gallagher Risk Management Services 15 days prior to the event.
 - o Total Rental Cost - \$400 (\$275 to Assumption + \$125 for insurance)
- The cost to use the Providence Room (Capacity 75) for 4 hours is \$50.00.
 - o Note: Use of the Providence Room also requires the \$125 insurance policy mentioned above
 - o Total Rental Cost - \$175 (\$50 to Assumption + \$125 for insurance)
- ½ of this fee is payable when making your reservation, the remainder of the hall fee (and any additional charges) is payable 1 month before the event.
- **Damage/Cleanup Deposit** - Parishioners will also be required to provide a damage/cleanup deposit check in the amount of \$500.00 to reserve the main Hall and/or \$100 to reserve the Providence Room. The damage deposit check will not be cashed and will be returned, unless there is damage or loss to the parish, or excessive clean-up cost, arising from the gathering. You are asked to restore the hall/Providence Room and restrooms to their previous condition.
NOTE: The deposit check must be dated for the day of the event.
- **Additional charges** – Please see page Reservation Form for a detailed list of services provided, or available, and the associated charges.

Parishioners who wish to use the Parish Center are required to sign the ***Indemnity and Hold Harmless Agreement*** accepting responsibility for any negligent act or negligent oversight related to the gathering. The agreement specifically releases Church of the Assumption Parish, the Archdiocese of Cincinnati and the Archbishop from any liability arising from the use of the parish facilities.

Parishioners will remove all personal belongings and other items brought to the gathering promptly. Arrangements must be made in advance to leave any items at the parish after the gathering is over.

Assumption Parish facilities are made available so our parishioners can enjoy their use. In return, Parishioners are expected to exercise good stewardship in time, talent and treasure when using our facilities and act responsibly regarding alcohol beverages and noise control.