

St. Luke Catholic Church

4603 Manitou • San Antonio, TX 78228 • (210) 434-2011 • (210) 432-2419 fax

Facility Reservation Form for Gym or Baseball Field Use

Please complete this form to reserve the use of the gym. **No facilities** will be reserved without this form. Snail mail, email (rudy.loza@stlukecatholic.org), fax (210) 432-2419 or bring form to the Administration Building or to the Athletic Director as soon as possible.

Name of Organization and/or User: _____

Event Name: _____ Date of Event: _____

Contact Person: _____ Approximate Number of Attendees: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Use of Facility Time: Start: _____ AM or PM End: _____ AM or PM

Fill in the actual dates needed – (Every third Wednesday or such will not be accepted) – Shaded area for OFFICE USE ONLY

Month	Week 1		Week 2		Week 3		Week 4		Week 5	
	Date Needed	Paid	Date Needed	Paid	Date Needed	Paid	Date Needed	Paid	Date Needed	Paid
Jan										
Feb										
Mar										
Apr										
May										
Jun										
Jul										
Aug										
Sept										
Oct										
Nov										
Dec										

PLEASE NOTE: All facilities will be closed to non-liturgical meetings and/or events for the following days: (New Year's Day, Martin Luther King, Jr., Ash Wednesday, Holy Thursday, Good Friday, Easter Sunday, Battle of Flowers Day, Day before and & day of Church Festival (1st Saturday & Sunday of May), Memorial Day, Independence day, Assumption of Mary, Labor Day, All Saints Day, Thanksgiving, Christmas, Lent & Advent Mission Days, plus any days deemed necessary)

I have received, accept, and will abide by the rules & policies as stated on this form & any others enforced by the church

Signature

Signature

RULES & POLICIES

1. Use of Facility is only for those connected to this event and who have previously filled out the Liability Waiver Form.
2. Employees and volunteers of the Archdiocese of San Antonio who directly minister, work or volunteer with minors and/or vulnerable persons must be screened for a Criminal Background Check.
3. Users will provide own supplies and/or equipment.
4. Users will not occupy facility earlier than as stated on the Facility Reservation Form. Event invitees will vacate at or before the end of the requested period as stated on the Reservation Form, which shall be no later than 9:00 p.m.
5. No alcohol is allowed inside or outside of the building during or after the function.
6. **ST. LUKE CATHOLIC CHURCH IS A NON-SMOKING FACILITY.**
7. All individuals attending functions are to confine their activities to the facility being used. This includes all children. Children are not to be left unattended.
8. User accepts complete responsibility for any damage to the facility and/or to the surrounding areas as a result of the event.
9. Loitering about the grounds is not permitted, either during hours of use or after normal closing hours.
10. Use of facility will be used for purpose stated on Reservation Form or event will be terminated immediately.
11. St. Luke Catholic Church assumes no liability for vehicles on its premises.
12. Any rental fee(s) must be paid in advance. If not received seven days prior to Event, the event will be cancelled.
13. To request a reservation, complete the Facility Reservation Form with a seven-day lead-time prior to the event. No last day or minute reservations will be taken. No reservations will be taken without the form.
14. All sports related activities for facilities will be coordinated and approved through the Athletic Director at 210 434-2011 ext. 120. AD will forward it to Facilities Manager to finalize the reservation.
15. Notify the receptionist's at 210 434-2011 about any cancellations.
16. **ST. LUKE'S RESERVES THE RIGHT TO CANCEL AND/OR CHANGE ANY RESERVATIONS.**

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LIABILITY WAIVER FORM

Have each participant fill out this form. (Make additional copies as needed)

PARISH: St. Luke Catholic Church

Check requested facility: ☐ Gym ☐ Baseball Field

PARISH IS UNDERSTOOD TO INCLUDE THE DIOCESE/ARCHDIOCESE OF: San Antonio

FACILITY USER (PARTICIPANT'S NAME) _____

HOME ADDRESS / CITY / STATE / ZIP: _____

HOME PHONE: () _____ **BUSINESS:** () _____ **EMERGENCY #:** () _____

A BRIEF DESCRIPTION OF THE ACTIVITY/EVENT: _____

DATE(s) OF EVENT: _____ **TIME OF EVENT:** _____

INDIVIDUAL(S) IN CHARGE: _____

The above named **FACILITY USER** agrees to defend, protect, indemnify, and hold harmless the above name **PARISH** against and from all claims from the negligence or fault of the above named **FACILITY USER** or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named **FACILITY USER** at the above named **PARISH**.

FACILITY USER agrees to provide a certificate of insurance to the **PARISH**, which provides evidence of general liability coverage of not less than one million (\$1,000,000) per occurrence. **FACILITY USER** also agrees to have the **PARISH** named as "Additional Insured" on its general liability policy for the **DATES OF EVENT** in relationship to the **FACILITY USER'S** activities. It is agreed that **FACILITY USER** also agrees to ensure that's liability insurance policy will be primary in the event of a covered claim or cause of action against **PARISH**.

If and only if **FACILITY USER** fails to comply with the above (second) paragraph, then **FACILITY USER** agrees to protect, defend, hold harmless, and fully indemnify the above named **PARISH** for any claim or cause of action whatsoever which takes place during the above identified **DATES OF EVENT** that is brought against the **PARISH** by the above named **FACILITY USER** or its employees, agents, guests, invitees, customers, partners, family members, organizational members and associates, even if such claim arises from the alleged negligence of the **PARISH**, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Signed by: _____

Facility User or an Official agent of Facility User

Date: _____

Printed Name and Title: _____