

AGREEMENT FOR TOUR OR USE OF FACILITIES

Saint Joseph Abbey and Seminary College

75376 River Road, St. Benedict, Louisiana, 70457

NAME OF GROUP + ADDRESS: (Renter)

I. GENERAL PROVISIONS

Saint Joseph Abbey and Seminary College ("SJASC") agrees to allow (the "renter") to tour the facilities with a guide and picnic in the designated area as stated in this agreement, subject to the rules and regulations stated in this document.

How many will be in your group? _____

Does your group include minors? _____

If so, how many chaperones will accompany your group? _____

Will you be joining the Abbey community for Mass? (Mon. – Sat. daily Mass begins at 11:15 am and Sun. 11 am) _____

Will your group be picnicking/having lunch on the property?
Are you bringing lunch or will it be delivered? _____

SJASC shall not be liable for any injury to person(s) or damage to property sustained on the premises of the SJASC by members of the undersigned renter, the renter's organization or by performers/participants and patrons of the renter's event(s). Currently SJASC does NOT allow touring options in the bakery or the woodworks area.

II. DATE OF EVENT

The dates on which the facilities of SJASC are to be used by the tenant are:

_____, 2017, 2018 (circle one)

III. FEES

A. Guided tours are for groups with a minimum of 12 people. The suggested donation for guided tours is \$5 per person .

Checks should be made payable to SAINT JOSEPH ABBEY.

IV. USE OF FACILITIES & GROUNDS

Activity on the part of the renter is to be confined to the following facilities:

1. **PICNIC AREA (located on the left-side of the Abbey road entrance across from the large pond)**

2. GUIDED TOUR OF THE ABBEY CHURCH, MONK'S REFECTORY AND SEMINARY

- ***All non-rented buildings or facilities not mentioned in the aforementioned section are considered private and are off limits to all participants in the renter's party. This includes all Abbey facilities. Such facilities cannot be used for rehearsals, meals, and/or other gatherings. Any problem with trespassing on the non-leased area may be cause for non-renewal of the Agreement in the future and/or a loss of deposit.***
- Alcohol may not be brought onto SJASC premises at any time by any member of the group.
- SJASC is a NON-SMOKING campus.
- The renter of the facilities agrees to leave all used facilities and equipment in a clean, orderly condition after use. The grounds must be left free of litter. Any activities that may break or damage trees, shrubs or flowers should be avoided.
- All damage to SJASC's property must be reported immediately. All rooms, facilities, and/or landscaping/grounds will be inspected prior to departure and the renter will be responsible for replacing or repairing damaged property.

V. P A R K I N G

- All participant vehicles should be parked in the Abbey Church parking lot. Buses must park to the left of Benet Hall near the gift shop. **NO VEHICLES SHOULD BE PARKED NEAR THE MONASTERY.**

V. INSURANCE [please read carefully and submit this paragraph to your insurance agent]

In advance of the scheduled event, the renter warrants and will provide evidence in the form of a Certificate of Liability Insurance which should include:

Proof of insurance coverage for Saint Joseph Abbey and Seminary College.

Saint Joseph Abbey and Seminary College must be added as an additional insured under the renter's policy for Comprehensive General Liability, which provides the minimum coverage:

Bodily injury, death, and property damage including completed operation, premises and operations coverage in the amount of \$1,000,000 for any one person with an aggregate of \$2,000,000 for any one occurrence. Also Auto Liability of \$1,000,000, and proof of Workmen's Compensation coverage (where there are renter's employees present for the event).

This certificate must be provided with the signed contract and the deposit (where required) prior to date of rental. Failure to provide this certificate, signed contract or deposit will result in the automatic cancellation of the use of premises. The fully executed contract, deposit and certificate of insurance may be mailed to Saint Joseph Seminary College - Attn: Kathy Nastasi, 75376 River Road, St. Benedict, Louisiana, 70457. It may be delivered in person at SJSC one week prior to the visit. It may also be e-mailed to knastasi@sjasc.edu.

Renter agrees to defend, protect, indemnify, and hold harmless SJASC and their respective directors, employees, agents and officers against and from all claims arising from the negligence or fault of Renter or any of its agents, officers, volunteers, partners, organizational members, or associates for activities performed pursuant to this agreement. SJASC agrees to defend, protect, indemnify, and hold harmless Renter and their respective directors, employees, agents, and officers against and from all claims arising from the negligence or fault of Renter or any of its agents, officers, volunteers, partners, organizational members, or associates for activities performed pursuant to this agreement.

VIII. SIGNATURES

- The renter hereby certifies that the person signing below is duly authorized to enter into this agreement on the renter's behalf and agrees with all of the terms stated in this agreement.

Kathy M. Nastasi
Saint Joseph Seminary College
75376 River Road
St. Benedict, Louisiana 70457
(985) 867-2284
knastasi@sjasc.edu

_____ Date

Authorized Signature

Date

CONTACT INFORMATION:

Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

Alt. Phone: _____

Email: _____

CHECKLIST PRIOR TO VISIT

- Mail in signed agreement, certificate of insurance, and donation to SJSC, Attn: Kathy Nastasi, SJASC -75376 River Road, St. Benedict, LA 70457.
- Give Kathy Nastasi a final count of the visiting/touring group one week prior to date
- Did you provide an estimated time of arrival and the departure?