



**SPORTS COMPLEX
and SCHOOL GYM
RENTAL PACKAGE**



**Holy Spirit Catholic Church Sports Complex and School Gym
Facility Use Agreement**

Name of Team or Organization: _____

Sport: _____

Contact / Responsible Person: _____

Address: _____

City, State, & Zip Code: _____

Home Phone: _____ Work: _____ Cell: _____

Certificate of Insurance supplied Release Forms supplied

Email address: _____

Event Dates: _____

Hours: _____

- | | | | |
|------------------|---|-----------------|----------------------------------|
| Space Requested: | <input type="radio"/> Baseball Field | Equipment used: | <input type="radio"/> Scoreboard |
| | <input type="radio"/> Softball Field | | <input type="radio"/> Lights |
| | <input type="radio"/> Football / Soccer Field | | <input type="radio"/> Restrooms |
| | <input type="radio"/> Pavilion | | |
| | <input type="radio"/> Concession Stand | | |
| | <input type="radio"/> School Gym | | |
| | <input type="radio"/> Spirit Park | | |

Football Field Striped? Yes No Fee: _____

Fee: \$ _____ Payment Received: _____

- Cash Check Check # _____ Money Order Money Order # _____
 Credit Card

Security:

of Officers needed: _____
_____ Officers x _____ hours x _____ per hour = _____

Signature of Applicant: _____ Date: _____

Today's Date: ____/____/____ Date Approved: ____/____/____

Approved By: _____
(Holy Spirit Catholic Church Facilities Mgr)

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AUTHORIZATION FORM

Organization Name: Church of the Holy Spirit

FOR OFFICE USE ONLY	CUSTOMER #:	DATE:
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Effective date of authorization: _____

Name (Last,First): _____

Address: _____

City, State,Zip: _____

Payment date: ____/____/____ Payment amount: \$ _____

Card brand (check one):

- Visa
- MasterCard
- Discover
- American Express

Card Number: _____ Expiration Date: _____

Name on Card: _____

Billing Address (if different from above): _____

City, State Zip: _____

I authorize the above organization to charge my card in accordance with the information above.

Signature (as it appears on the card): _____ Date: _____

Event Date: ____/____/____

Field Rental:

- Softball Field
- Baseball Field
- Football Field
- Spirit Park

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EVENT: _____

PLEASE INITIAL LEFT-SIDE OF EACH BOX

- Holy Spirit Catholic Church reserves the right to refuse use of any facility to any person, organization, Or others requesting use of facilities, or to evict any person or organization for misconduct, or when deemed to be in the best interest of Holy Spirit Catholic Church.
- The lessee acknowledges that our Holy Spirit Facilities are owned by the Archdiocese of San Antonio and as such, are subject to the religious, moral, and ethical principals and directives of the Archdiocese of San Antonio. Any activity on these premises deemed offensive to those principles shall not be allowed and, therefore, any contracts for use of such facilities shall become null and void immediately at the time of such an offense. Additionally, lessee will forfeit any claim to rental fees paid by the Lessee for the event in question.
- INDEMNITY AND HOLD HARMLESS:** Lessee shall indemnify and save harmless Gustavo Siller-Garcia, MSpS., Archbishop of San Antonio and his successors in office, the Archdiocese of San Antonio, Holy Spirit Catholic Church, and their employees, agents and representatives from and against any claim, demand, cause of action for personal injury or property damage of every kind and character and all losses, liabilities, costs, expenses (including attorney's fees), without limit or limitation, and without regard to the cause or causes thereof, or the negligence of any party or parties, including the negligence of Lessor, whether such negligence be sole, joint, or on current, for injury, illness or death of any person or damage to any property arising out of or in conjunction with this agreement or Lessee's use of Lessor's property. It is the express intention of parties hereto that under this Lease, Lessee shall indemnify and protect Lessor from the consequences of Lessor's own negligence or gross negligence, whether real or alleged. Lessee acknowledges that it has read the foregoing Indemnity and Hold Harmless clause of this Lease, knows its content, meaning and effect and has signed this agreement voluntarily, willingly, and without reliance upon any representations by Lessor.
- Neither Holy Spirit nor Security will be held responsible for theft or damage to vehicles or their contents in our Parking Lots during any event(s).
- No unauthorized field usage – Holy Spirit Catholic Church Sports Complex fields are for use by rental contract only. Unauthorized Field Usage will result in Castle Hills Police Department called and trespassing charges filed.** Only Baseball, Softball, Football, and Soccer allowed on our fields.
- Both Holy Spirit Catholic School and Holy Spirit Catholic Youth Organization (CYO) are entitled to use any Sports Complex facilities and School gym free-of-charge for their practices and games, and both groups have priority over any outside groups requesting field usage.

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(PLEASE INITIAL LEFT-SIDE OF EACH BOX)

- No hitting of golfballs on any of our fields and no driving of stakes on our property.
- No fireworks or any pyrotechnic devices allowed in our Sports Complex.
- Person listed on contract must be on site the entire time of the event.
- Minors may not enter Sports Complex and School gym without adult supervision.
- Holy Spirit Catholic Church Sports Complex staff have the ability to close fields due to inclement weather, maintenance, or if playability becomes compromised or dangerous. . In the event of lightning or inclement weather conditions, patrons, players, and coaches must seek shelter immediately in their vehicles.
- Staff has sole discretion to assign and schedule all fields and shall have the authority to approve or deny specific requests.
- WAIVER OF DAMAGES:** The lessee hereby expressly waives any and all claims for compensation of damages resulting from any loss sustained by reason of any defect, deficiency, failure or impairment of the water supply system, drainage system, or electrical system leading to or on the demised premises.
- Misuse of the facilities or failure to conform to the regulations will be sufficient reason to deny any future applications. Painting, striping, chalking, or coloring of the fields in any way is not permitted.
- Checks returned by the bank for insufficient funds will be assessed a \$35.00 returned check fee. Please be aware that your check may be deposited into the bank on or after the day it is received.
- DAMAGE CAUSED BY LESSEE AND OTHER THIRD PARTIES:** Lessee shall pay for any and all damages to the leased premises, fixtures, or equipment (including property and loss of use) resulting from any damages caused (either directly or indirectly) by lessee, vendors, or guests.
- Parking is on a first come – first served basis. Parking availability is not guaranteed and on occasion may be limited.
- No weapons and/or illegal substances of any kind are allowed at our Sports Complex or School Gym. Facility Manager, Staff, or employee of the Church including Security has authority to rule on any point not covered in these rules.

(PLEASE INITIAL LEFT-SIDE OF EACH BOX)

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- ❑ No persons shall sell, vend, peddle, or distribute any merchandise or property whatsoever, or sell tickets or solicit contributions for political, religious or other purposes within the boundaries of the facility, except as authorized by the Facility Manager.
- ❑ **A Certificate of Liability Insurance Certificate is required for all events except Holy Spirit Catholic School or Holy Spirit CYO-sponsored events.**
- ❑ Reservations for field use may be made with the Holy Spirit Catholic Church Facilities Manager. He can be reached at (210) 341-1395 ext. 8359 between 8:30 AM and 5:00 PM.
- ❑ Dispose of all trash in trash receptacles.
- ❑ Within the perimeters of the Softball Complex, for the safety of competitors and spectators, we ask that the following rules and regulations be observed: pets, skateboarding, roller blading, bike riding, public address systems, glass containers, and overnight parking are not allowed.
- ❑ There is a reservable pavilion that is located at the Sports Park nearby the Softball Complex. This pavilion is not included with the Softball Complex rental. For more information on availability and cost, please call @ (210) 341-1395 ext. 8359.
- ❑ **TAILGATING:** Barbeque grills or open fires of any type are prohibited at our Sports Complex. Driving or parking private vehicles on grass is also prohibited. All sidewalks drive lanes, and fire lanes will be kept clear at all times for Emergency vehicles. Barricades or any other traffic control devices may not be moved or removed. Children will be supervised at all times --- please use extreme caution when entering or exiting our Sports Complex.
- ❑ Pets are not allowed to run free and must be leashed and not left unattended.
- ❑ **Security:** Either our Security or Castle Hills Police shall have authority to warn, evict, arrest, and cite any person trespassing or violating city ordinances or disturbing the peace. If attendance is one hundred (100) or more, Security will be arranged by Holy Spirit Church and provided at lessee's expense. One officer required for every 100 guests.
- ❑ **Concessions:** Holy Spirit holds exclusive rights for Concessions. If Concessions are desired, our CYO will be happy to open our Concession Stand for your group. Let us know when working up contract if you will need it. Soft drinks, Gatorade, Popcorn, Pickles, Nachos, and Hot Dogs are available.
- ❑ **Security:** Uniformed Security / Police are required for all functions using the Sport Complex and Gym. Uniformed Security / Police will be from Alamo Area Security and Patrol Services and furnished through Holy Spirit Catholic Church at Lessee's expense. Cost of Security will be in addition to rental fees. Should attendance be in

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excess of projected, the Officer in charge will notify Lessee and call additional officers. Security / Police must be present and on duty during reserved hours, or until all guests have departed and the facility being used has been properly secured. Security must be present ½ hour before and ½ hour after event. Minors may not consume intoxicating beverages, and no controlled substances shall be procured or consumed illegally on the premises. Security will arrive one-half hour prior to start of reception and will remain on premises until one-half hour after the reception. There will be no exceptions to this rule. Officers are not responsible to watch children during any event. No refunds will be issued once event has started
Security must be booked between two (2) weeks and one (1) month prior to event.

ADULT EVENTS:

- 1 – 99 persons = 1 Officer on duty
- 100 – 199 persons = 2 Officers on duty
- 200 – 299 persons = 3 Officers on duty
- 300 – 399 persons = 4 Officers on duty

YOUTH EVENTS: (Baseball, Football, Soccer, Volleyball, Basketball or any other sporting event)

- 1 – 99 persons = 2 Officers on duty
- 100 – 199 persons = 3 Officers on duty
- 200 – 299 persons = 4 Officers on duty
- 300 - 399 persons = 5 Officers on duty

SPECIAL EVENTS:

The same applies for all special events.

- Game Officials must be provided, scheduled, and paid by lessee

RENTAL FEES FOR NON-PARISH GROUPS: (both practices and games) Effective January 1, 2019

FOOTBALL AND SOCCER FIELDS: \$100.00 per hour with two hour minimum

BASEBALL AND SOFTBALL FIELDS: \$100.00 per hour with two hour minimum

LIGHTS: \$30.00 per hour

RESTROOM FACILITIES: \$30.00 per event

PAVILLION RENTAL: \$75.00 per hour

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SCHOOL GYM

\$100.00 per Hour

This set of rules embodies the entire understanding of the parties and there are no further agreements or understandings, written or oral, in effect between the parties, relating to the subject matter hereof. All rules and guidelines will be strictly enforced.

Signed by: _____

Name: (Please print): _____

Date: _____

Facility Manager's Signature: _____