

# West Catholic Facility Use Terms and Conditions

The West Catholic Facility Use Application is made for the use of facilities in accordance with the rules and regulations of the Catholic Secondary Schools of Greater Grand Rapids. By submitting this application, you agree to the following regulations:

- To submit to the established policies of priority use that may result in some cancellations.
- To indemnify and pay the Catholic Secondary Schools for any damage to, loss or theft of school property during the applicant's use of the building.
- To furnish bond covering liability and property damage, if required, to the Michigan Catholic Conference.
- To enforce no smoking or selling of tobacco products on the West Catholic school grounds.
- The projected use does not discriminate against any person or group.
- The renting organization's activities must be in line with the mission of the Catholic Church and West Catholic High School.
- Should the renting organization owe fees from a previous arrangement with West Catholic, the renting organization will be denied rental until all fees are paid.

Applications should be submitted to the school at least four (4) weeks prior to the event. By submitting this application, you are agreeing to a 50% security deposit, which includes a \$100 non-refundable security deposit, and will be charged upon confirmation of the requested date(s).

Checks should be made payable to West Catholic High School – Rental.

Please direct any questions or cancellations to either of the following people:

1. Director of Facilities, Jim Arsulowicz: (616) 204-5916 or at [jimarsulowicz@grwestcatholic.org](mailto:jimarsulowicz@grwestcatholic.org)
2. Principal/CEO, Cindy Kneibel: (616) 233-5900 or at [cynthiakneibel@grwestcatholic.org](mailto:cynthiakneibel@grwestcatholic.org)

\*Please note the school's organizations and/or clubs come before ANY outside organization's use.