



## RENTAL AGREEMENT

### Outside User Event

This agreement is between the Archdiocese of Portland in Oregon/ \_\_\_\_\_  
Church ("Owner") and \_\_\_\_\_ ("Renter"). Owner is willing  
to rent premises known as \_\_\_\_\_  
for the following purpose: \_\_\_\_\_  
on (Mo./Day/Yr.) \_\_\_\_\_ from \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M.

**IT IS AGREED:**

1. **Rent.** The rent to be paid to Owner is \$ \_\_\_\_\_.
2. **Additional Charges.** An additional charge of \$ \_\_\_\_\_ per hour will be paid if an Owner agent is present to coordinate the use of the premises.
3. **Cleaning Deposit, Damages.** Renter will pay a cleaning deposit of \$ \_\_\_\_\_. Renter shall return the premises in as good or better condition as received or any cleaning deposit will be forfeited. Any loss or damage to Owner's property as a result of Renter's use will be paid by Renter. Renter has inspected and accepts present condition of premises.
4. **Indemnification.** Renter shall indemnify, defend and hold harmless Owner, its officers, employees and agents, from and against any and all claims, losses, liabilities, damages, costs, actions or expenses (including attorney fees) arising out of or related to any activity of Renter on the premises. Owner shall have no liability to Renter for any loss or damage caused by third parties or by any condition of the premises, except to the extent the same is the result of Owner's gross negligence.
5. **Liability Insurance.** (Check appropriate box below.)
  - Insurance is required. Renter shall purchase through Owner "TULIP Insurance" (Outside Users Liability Insurance).
  - Insurance is not required (i.e., parishioner or other groups of 50 or less, no alcohol, approved by Pastor, or blanket insurance on file in Risk Management Office).
6. **Personal Property.** Renter shall be responsible for all of Renter's personal property and equipment. Owner shall have no responsibility or liability for loss of property or equipment of Renter or others, regardless of cause.
7. **Use of Premises.** Renter shall not use the premises for any purpose other than the purpose stated above. Renter shall obey all applicable laws and regulations. Renter shall not make any improper or offensive use of the premises.

**Owner: Archdiocese of Portland in Oregon** \_\_\_\_\_ **Renter:** \_\_\_\_\_  
\_\_\_\_\_ **Church** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Printed Name/Title(Pastor):** \_\_\_\_\_ **Printed Name/Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit to:**  
Archdiocese Insurance Program, Risk Management Office  
2838 E. Burnside Street, Portland, Oregon 97214  
503-234-5334 Fax: 503-234-2903  
[riskmanagement@archdpdx.org](mailto:riskmanagement@archdpdx.org)