

INTERNAL USER AGREEMENT

This Internal User Agreement (“Agreement”) is made as of the _____ day of _____, 20____ and is entered into between _____ (“User”) and _____ (“Location”) in order to set forth the terms and conditions under which User may use certain portions of the Location as defined below (“Facility”).

User: _____

Address: _____

Attn: _____

Phone: _____

Email: _____

Location: _____

Address: _____

Attn: _____

Phone: _____

Email: _____

Facility to be used: _____

Date(s) and Time(s) of use: _____

Purpose of Use:

Permits or Licenses required: yes ____ no ____

Amount of Rent or Donation: _____

Other Provisions: _____



General Terms and Conditions

1. **Use.** User agrees to use the Facility as defined above for the use as specified above and for no other use or purpose without the prior written consent of Location, which consent may be withheld.
2. **No Assignment.** User agrees not to assign any of its rights under this Agreement without the prior written consent of Location, which consent may be withheld.
3. **Compliance.** User agrees not to commit, allow or suffer any of the following:
 - a) Any waste or nuisance on the Location;
 - b) Any alteration of the Facility without the prior written consent of the Location, which consent may be withheld;
 - c) Any mechanic's lien to be filed against the Location;
 - d) Any activity affecting the Location in conflict with any governmental law, rule or regulation
; and
 - e) Any activity in conflict with the policies and procedures of the Archdiocese of Los Angeles and any other reasonable requests of Archdiocese regarding the Facility.
4. **Standard of Care.** User agrees to exercise all reasonable care to prevent any damage or waste of the Facility. User shall leave the Facility in a clean and orderly condition and shall repair any damage to the Facility caused by User or by any of User's invitees.

IN WITNESS WHEREOF, this Agreement is entered into between the parties as of the _____ day of _____ 20____.

Name of Location: _____

Authorized Signature: _____

Name: _____ Title: _____

User: _____

Authorized Signature: _____

Name: _____ Title: _____

For High Schools: _____

Assistant Superintendent Regional Supervisor, Dept. of Catholic Schools

This form is for use of the Location by a User who is part of the Archdiocese and is covered by the Archdiocesan insurance policies.

Upon execution of this Internal User Agreement, a copy must be submitted by the Location to the Real Estate Department of the Archdiocese of Los Angeles, and for High Schools, to the Department of Catholic Schools.

