

# OUTSIDE USER AGREEMENT

This Outside User Agreement (“Agreement”) is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_ (“Location”) and \_\_\_\_\_ (“User”). Location agrees that certain portions of Location’s property (“Facility”) may be used as set forth herein.

**User:** \_\_\_\_\_

Address: \_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Location:** \_\_\_\_\_

Address: \_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Facility to be used:** \_\_\_\_\_

**Date(s) and Time(s) of use:** \_\_\_\_\_  
\_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_  
\_\_\_\_\_

**Amount of Rent or Fee:** \_\_\_\_\_

Any fees/rent are due prior to the commencement of User’s use.

**Facility to be Cleaned by:** Location \_\_\_\_\_ Fee: \$\_\_\_\_\_ User \_\_\_\_\_

**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 purpose without prior written consent of Location, which consent may be withheld. User will not interfere with the daily operations of the Location in any manner. Ingress/egress to Location for regular daily activities shall not be obstructed by User.
2. **No Assignment.** User agrees not to assign any of its rights under this Agreement without 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 at the Location;
  - b. Any alteration of the Facility without the prior written consent of Location which consent may be withheld;
  - c. Any mechanic's lien to be filed against the Location;
  - d. Any activity in conflict with the teachings of the Catholic Church;
  - e. Any activity in conflict with the policies and procedures of the Archdiocese of Los Angeles as set forth in the Archdiocesan Administrative Handbook, which can be accessed at <http://handbook.la-archdiocese.org>, specifically including all Safe Environment policies and procedures, which can be accessed at <http://handbook.la-archdiocese.org/chapter-9>. Any User who supervises or is in direct, unsupervised and repeated contact with children, the elderly, or people with special needs may be required to complete the initial three-hour **VIRTUS®** [Protecting God's Children for Adults](#) program.
4. **Indemnity.** To the fullest extent permitted by law, User shall indemnify, defend and hold harmless *Location, The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation*, their agents, volunteers and employees ("Indemnified Parties"), from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and expert costs and fees, and all other costs and expenses incurred as an incident thereto, arising out of, based on or relating to User's use or occupancy of the Facility or the performance by User of this Agreement or the breach of any term, warranty or representation expressed herein, including any such claims, damages, loss or expense attributable to bodily injury, sickness, disease or death, or to injury to or destruction of real or personal property, including loss of use resulting therefrom, to the extent caused in whole or in part by any acts or omissions of User, its agents, employees, vendors, subcontractors, guests or invitees, and anyone for whose acts User may be liable, whether or not such claims are based upon the active or passive negligence of Indemnified Parties, except that User shall not be required to indemnify Indemnified Parties against a claim or loss arising from the sole negligence or willful misconduct of Indemnified Parties. In case any action or proceeding is brought against Indemnified Parties because of any such claim, User shall defend the same at User's expense by counsel reasonably satisfactory to Location. User hereby assumes all risk of damage to property and injury to persons in, on or about the Facility arising from any cause and hereby waives all claims in respect thereof against Indemnified Parties except for damages arising out of the sole negligence or willful misconduct of Indemnified Parties.



- 5. Insurance.** During the entire term of this Agreement, User, at its sole cost and expense, shall obtain and keep in force policies of general liability, and property damage insurance with a carrier admitted in the State of California, insuring User against any liability arising out of any act, omission, or alleged act or omission of User and any of its officers, directors, vendors, licensees, employees, agents, independent contractors, guests, volunteers and invitees, including but not limited to property damage, including loss of use, personal or bodily injury, defamation and slander, and automobile liability. The amount of such insurance shall be not less than Two Million Dollars (\$2,000,000.00) per occurrence. User shall also obtain and keep in force during the term of this Agreement a policy of workers' compensation insurance and such other policies of insurance as may be appropriate to cover all usual insurable risks and liabilities as required by the Labor Code of the State of California. *Location, The Roman Catholic Archbishop of Los Angeles, a corporation sole and Archdiocese of Los Angeles Education & Welfare Corporation* ("Insured Parties") shall be named additional insured under the general liability policy described above and, to the extent possible, under all other such policies, which said policies shall be so specifically endorsed. All insurance required to be obtained by User pursuant to this Agreement shall be primary to any other insurance available to Insured Parties, and any insurance available to Insured Parties, shall be excess and noncontributing with respect to insurance required to be obtained by User. Certificates of Insurance and Additional Insured Endorsements are to be filed with the Location prior to commencement of any activity pursuant to this Agreement. All insurance obtained by User pursuant to this section shall not be cancelled or modified without providing Location with thirty (30) days written notice.
- 6. 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 clear and orderly condition and shall repair any damage to the Facility caused by User or by any of User's invitees.
- 7. Property Taxes.** The Facility is, as of the date of this Agreement, exempt from property taxes. In the event User's use of the Facility under this Agreement causes Location to lose any part of its property tax exemption, User agrees to reimburse Location for any such loss of exemption.
- 8. Attorney's Fees.** If either party shall bring an action or proceeding for damages for an alleged breach of any provision or this Agreement, or to enforce, protect or establish any right or remedy of either party, the prevailing party shall be entitled to recover as part of such action or proceeding reasonable attorney's fees and court costs.
- 9. Jurisdiction.** In the event of a dispute or legal action between the Parties, jurisdiction shall be in California and venue shall be in the court where the Facility is located.
- 10. As Is Condition.** User shall be solely responsible for determining that the Facility may be used for the purposes authorized by this Agreement, and for complying at its sole expense with all conditions and requirements of any governmental authority having jurisdiction over such use. Location makes



no representation that the Facility may be used for the purposes which User intends. User agrees to accept the Facility “as is.”

- 11. Relationship with the Parties.** Nothing in this Agreement shall be construed as creating a partnership, joint venture, principal-agent or employer-employee relationship between Location and User. User acknowledges and agrees that Location shall have no responsibility for the conduct of User’s employees, agents, representatives, officers, directors or other persons acting on behalf of or at the direction of User and that, as between Location and User, User shall be solely responsible therefor. No agency relationship, whether express or implied, between Location and User at any level shall be deemed to exist by virtue of this Agreement.
- 12. Legal Compliance.** User shall be responsible for complying with all laws, ordinances and regulations governing User’s conduct in the performance of this Agreement, including, but not limited to all laws, ordinances and regulations requiring background checks and/or fingerprinting if User will be in contact with minors, and all permitting and licensing requirements of any governmental agencies regulating the activities described herein. User shall indemnify and hold Location harmless from any violation of the provisions of this section.
- 13. Integration.** This Agreement contains all of the agreements between the parties on the subject matter of this Agreement, and supersedes all prior understandings, correspondence or agreements of the parties with respect thereto. This Agreement may be amended but only in writing and only if signed by both parties.
- 14. Remedies.** Notwithstanding the above, Location, at its discretion, shall have the right to cancel and terminate this Agreement immediately and without notice upon violation of any term, covenant, condition or provision of this Agreement on the part of User. In addition, Location shall have all the remedies which may be then provided to it by law.
- 15. Authorized Signature.** Location represents and warrants that Location is the agent for the Owner of the Facility and that Location is fully authorized to enter into this Agreement and has the right to grant User the use of the Facility described herein.



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

**User:** \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Name of Location:** \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Approved By:** \_\_\_\_\_

Name: Michael T. Davitt Title: Director of Real Estate

**For High Schools:** \_\_\_\_\_  
Assistant Superintendent, Dept. of Catholic Schools

Upon execution of this Outside 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, along with the required certificates of insurance and additional insured endorsements.

