

St. Joseph's Center Facility Use Policy

506 F Street, PO Box 70, Timber Lake, SD 57656
605-865-3653
Email: holycrosschurch57656@gmail.com

Please note: St. Joseph's Center is a Smoke & Tobacco Free Building for all activities

St. Joseph's Center is a place to gather, to teach God's Word, to celebrate our joys and share our sorrows – a place for the development of our Church ministry. Parish events such as funeral dinners, faith formation classes and other Parish activities take precedence in the use of the parish center. *If a conflict arises we will do everything possible to work out an amicable solution for all involved.* St. Joseph's Center is open for the community. Non-profit organizations are welcomed to use the Center pro bono. Any use of the facilities must be in line with Christian faith and according to the policies and vision of this parish.

EVENT: _____

DATE: _____ TIME: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

Reserving St. Joseph's Center

- A. **Contact** Holy Cross office to schedule (605-865-3653).
- B. **Complete** this Facility Use Policy and return to parish office.
- C. **Receive** the Use & Cleaning Guide.
- D. **Insurance** Liability insurance must be secured for any private event.
This includes signing the Adult Hold Harmless/Indemnity Agreement OR completing the Application for Special Events Coverage form (provided by parish office.)
- E. **Suggested Donations** Checks payable to St. Joseph's Center
\$50 for up to 3 hours OR \$100 per day
- F. **Expectations**
 1. **Safety:** Use Safely. Supervision by a responsible adult is required for all activities.
 2. **Respect the Facilities:** do not use materials that will mar the finishes or paint on walls, ceilings or floors (*tape, hot glue, adhesives, nails, tacks, or fasteners*).
 3. **Foods:** All food items must be removed from the kitchen following the event.
 4. **Clean:** Leave the facilities in the clean and beautiful condition in which you found them. The user is liable for additional cleaning charges.
 5. **Damages:** Report any damage or observed needs in the facilities. The user is responsible for all damages during their reservation dates.
 6. **Equipment:** Tables/Chairs & Kitchen Items are NOT to leave the building.

I understand and agree to the terms in the St. Joseph's Center Facility Use Policy.

Sign: _____ Date: _____