



ST. JOSEPH CATHOLIC CHURCH

FACILITY USE AGREEMENT AND POLICY

rev. 11.10.25

Facility Use and Eligibility

The facilities of St. Joseph Catholic Church (SJCC) may NOT be used by any individual, group, or organization whose beliefs or activities are in direct conflict with the teachings of the Catholic Church.

Facility User

The adult (21 years or older) designated as the Facility User must be present for the duration of the event and assumes full responsibility for:

- The conduct of all persons in attendance.
 - Compliance with all SJCC policies and regulations.
 - The proper care and use of the facilities.
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Subletting

Subletting of SJCC facilities is strictly prohibited.

Reservation Deposit

A deposit equal to fifty percent (50%) of the total rental fee is required upon reservation to secure the facility.

- This deposit guarantees the reservation date and space.
 - If the Facility User cancels the scheduled event, the reservation deposit is forfeited.
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Security Deposit

Upon reservation, the Facility User shall also pay a security deposit of \$500 for each space rented.

- This deposit covers any potential damage or loss to SJCC facilities or contents.
- The deposit will be refunded after a satisfactory post-event inspection.

- Should damages or losses exceed \$500, the Facility User agrees to pay all additional costs of repair or replacement.
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Monitor and Staffing Requirements

An SJCC monitor must be present at every event (one hour before and after event, or for the entire set-up if not occurring during hours of operation (M-F 8:30 a.m. – 4:30 p.m.).

- Events requiring gym or hall use must include staff personnel coverage.
 - The total cost of staff coverage will be added to the rental fee.
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Alcohol Policy

If alcohol is to be served, this must be declared at the time of reservation.

- Proof of a hired licensed bartender must be provided no later than 14 days prior to the event.
 - If the bartender is independently licensed, proof of liability insurance is required.
 - If alcohol service is through a catering company, a Certificate of Insurance (COI) naming SJCC as additional insured must be submitted.
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Deadlines

All required fees, documentation, and proof of insurance or licensure must be submitted and approved no later than 14 days prior to the event.

Use of Premises

- During school days (8:00 a.m. - 3:30 p.m.), access to the Hall/Gym or kitchen requires registration through the St. Joseph School Office.
 - Stocked paper products, dishes, and other supplies stored on the SJCC campus are not available for use during private events.
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Decorations

- Pins, tacks, tape, nails, or glue may not be used on any wall.
 - No helium balloons, theatrical fog, bubbles, smoke, wind, or similar machine-generated items are permitted.
 - The use of candles must be approved in advance by the Pastor.
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Sound and Lighting

- No amplified music is permitted in the Ministries and Administration Building.
 - Amplified music in the Hall/Gym and any additional outdoor lighting require Pastor approval.
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Injuries or Property Damage

All incidents involving personal injury or property damage must be immediately reported to a Church Representative.

Solicitation

Solicitation of any kind is prohibited unless approved in advance by the Pastor.

Prohibited Items

Skateboards, skates, roller blades, fireworks, weapons, and any other potentially harmful objects are strictly prohibited on SJCC property.

Tobacco & Electronic Smoking Products

The entire SJCC campus is tobacco and smoke-free.

- Tobacco in any form is not permitted.
 - Electronic and vapor “smoking” products are also prohibited.
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Acknowledgment and Signature

I, the undersigned, have read and agree to abide by the policies and regulations contained in this St. Joseph Catholic Church Facility Use Agreement. I understand that failure to comply may result in forfeiture of deposits and/or denial of future use.

Facility User Name (Print): _____

Signature: _____ Date: _____

SJCC Representative: _____

Signature: _____ Date: _____