

## Facility User

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### ST. JOSEPH CATHOLIC CHURCH (SJCC) ADDENDUM TO DIOCESAN FACILITY USAGE AND INDEMNITY AGREEMENT

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

**Facility User:** The adult designated as Facility User must be present to supervise the event and assumes responsibility for the overall conduct of all present.

**Subletting:** Subletting of the facilities is strictly prohibited.

**Reservation Deposit:** A deposit equal to fifty (50%) percent of the rental fee is required upon reservation to reserve any facility. Should the Facility User cancel the scheduled event, the reservation deposit is forfeited.

**Security Deposit:** Facility User shall, upon reservation, pay a security deposit of \$500 for each space rented for any potential damage or loss that may occur to the facilities of SJCC and its contents. The deposit will be refunded after a post event inspection. Should any damage or loss resulting from the event exceed the amount of said deposit, Facility User agrees to pay any additional amount associated with costs of repair or replacement.

**Deadline:** All fees and documentation must be approved 14 days prior to the event.

**Monitor:** There **MUST** be an appointed SJCC monitor present at every event.

**Use of Premises:** During normal school days from 8:00 a.m. until 3:30 p.m., entry to the Hall/Gym and its kitchen requires registration through the St. Joseph School Office. Stock of paper products, dishes, and other supplies stored anywhere on the campus of St. Joseph Catholic Church are not for use during private events.

**Alcohol:** The presence of alcoholic beverages must be stipulated at the time of reservation. **It is the responsibility of the Facility User to obtain any necessary licensure.**

**Decorations:** Pins, tacks, tape, nails, or glue are not to be used on any wall. No helium balloons, theatrical fog, bubbles, smoke, wind, or similar machine-generated item is permitted. The use of candles must be approved by the Pastor.

**Sound and Lighting:** No **amplified music** is permitted in the Ministries and Administration Building area. Amplified music in the Hall/Gym requires approval from the Pastor. Additional outside lighting must be approved by the Pastor.

**Injuries or Property Damage:** All incidents involving personal injury or property damage shall be immediately reported to a Church Representative.

**Solicitation:** Solicitation is prohibited unless approved in advance by the Pastor.

**Potentially harmful objects:** Items such as skateboards, skates, roller blades, fireworks, and any type of weapon are prohibited on the SJCC campus.

**Tobacco & Electronic Smoking Products:** The entire campus of SJCC is tobacco and smoke free. Tobacco in any form is not permitted. Electronic and vapor “smoking” products are prohibited.

**Balance and all documents due by:** \_\_\_\_\_  
(14 days prior to event)

**I have fully read the foregoing, understand the contents thereof and intend to comply with all terms.**

**FACILITY USER:** \_\_\_\_\_  
Printed name / Signature Date

**Blair S. Pugh / *Blair S. Pugh***

**SJCC REPRESENTATIVE:** \_\_\_\_\_  
Printed name / Signature Date