

**Saint Joseph Parish Hall
Rules and Regulations**

Saint Joseph Church offers a facility for religious and educational functions. In order for the Parish Hall at Saint Joseph Church to fulfill its objective as a community gathering place for parish and community groups and parishioner and non-parishioner private use, rules are required to assure prudent management of this facility and equitable treatment of its users.

1. **Reservations** – All Saint Joseph Church hall reservations are made through the Parish Office, 719-544-1886. When a request is made for a particular date, space will be reserved on the hall calendar on a first-come, first-served basis.
2. **Damage Deposits** – Damage deposit \$200.00 is required for hall functions as per signed agreement. Deposits are held until the areas are inspected for damage. Lessees will be charged for repairs if the building shows damage beyond that considered ordinary wear and tear. Damages not covered by the deposit are the financial responsibility of the Lessee. **Reasons for losing all or part for your deposit:**
 - Someone in your party setting off the fire alarm
 - Unauthorized parking on the grass.
 - Bent or broken chairs or bent or broken tables.
 - Any person or evidence of persons found in the offices or Education Wing. These areas are off limits while an event is being held in the hall.
 - One hour or more over your time limit will incur a \$100/hour charge. All events and clean-up must conclude by 11:00 p.m.
 - Any other damage occurring during the use of the hall will be up to the discretion of the facility manager whether the deposit is refunded.
 - Lessee is responsible for all damages.
3. **No Smoking or Pets**-Smoking or pets are not allowed anywhere inside the building. (Service Dogs Exempt)
4. **Cancellations** – There is no refund for events canceled three months or less prior to the scheduled event for non-parish members. The initial payment for events canceled more than three months in advance will be refunded, less 40%.
5. **Charges for Use** – We attempt to balance the operating and depreciation costs with revenues from the rental of this facility. Parishioner and non-parishioner rates have been established. Parishioner rates apply to parishioners hosting a family event (ex. Wedding, graduation, birthday, etc.). Parishioners are not allowed to make reservations on behalf of a group, organization or business (ex. Business meetings, class reunions, etc.).

6. **Event Preparation and Cleaning** – Tables and chairs are provided by the Lessor. No other furnishings or equipment are to be brought onto or into the premises without the approval of the facility manager. At the conclusion of the event, the Lessee shall leave premises and equipment in a reasonably neat and presentable condition. A portion of the damage deposit may be withheld if the premise is not neat and presentable. Lessee is responsible for clearing and wiping down tables, utensils, sinks and counters in the kitchen and carrying garbage to the garbage containers. We encourage you to cover the tables to avoid having to wipe down all the tables & chairs.
7. **Decorations** – Only freestanding decorations will be allowed in the Parish Hall. No tape, glue, staples, tacks, pins or other fixatives will be allowed to anchor decorations. Masking tape or painters tape may be used to attach coverings to tables. No tabletop candles or open flames are allowed inside or outside the building. All decorations must be removed from the hall at the conclusion of the event. Glitter rice, birdseed, confetti throwing, soap bubbles, and silly string inside the hall are prohibited. No items or decorations of any kind are to be attached to the ceiling, ceiling grid, windows, light fixtures, or the walls. Arrangements can be made for early setup and decoration, but are subject to change in event of a funeral or other unexpected parish need.
8. **Kitchen** – The small kitchen is available for use by the Lessee with the following provisions: all food must be catered in or be of the type that requires minimal preparation. No cooking in the kitchen. Oven may be used to keep food warm before serving. An exception is made for parishioners. Refrigerators can be used to keep food or drink cold. Large coffee pot is available if needed. Caterers must provide their own equipment. Garbage is to be placed outside in the garbage containers.
9. **Appropriate Functions Only** – The appropriateness of a proposed event for the facility will be left to the judgment of the Pastor and a decision will be reached within one week. As a condition of renting the hall it is a requirement that the parish secretary be provided a full description of the activities proposed by the Lessee. All prospective Lessees should be aware that the hall is to be used only for events that are consistent with the moral standards and teaching of the Catholic Church.
10. **Fire Alarm** – If the fire alarm is set off unnecessarily and the fire department is dispatched, the Lessee will be required to pay the fire department service charge. If the fire equipment is damaged, the Lessee will be required to pay for the repairs. Artificial smoke and dry ice are not allowed in the hall as they may activate the fire alarm. If the alarm sounds everyone must vacate the building immediately. No one may re-enter the building until the fire security office has inspected the building and declared it safe. In case of an emergency call the facility manager.
11. **Entrance Doors** – All entrance doors to the hall must be kept closed. Open doors prevent the computerized controls of the air handling equipment from working effectively.

12. **Security-St. Joseph Parish requires exclusive use of Harrison Security.** Lessee is required to contract with Harrison Security 719250-8854 and present security contract to St Joseph Parish within two weeks of the reserved date.

13. **Indemnity-** Landlord shall neither be liable to the Tenant nor any of the Tenant's employees, agents, guests for any injury or damage to any person or property in or about the property by or from any cause. Tenant waives any such claims against the Landlord harmless from all claims, actions proceedings, expenses, and liabilities arising from tenant's use of lease of Property.