**St. Joseph Facility Checklist and Agreement – St. Joseph Parish Copy**

**CHECKLIST FOR ST JOSEPH FACILITIES**

1. Sweep tiled areas that are in use of any debris and mop up any spills with clear water.
2. Pick up all trash in the area you reserved. Empty trash cans into the closest dumpster if they are ¾ or more filled or if they contains any food.
3. Remove all food and beverages that were brought in. **DO NOT** leave leftover food and beverages in the refrigerator or trash cans for someone else to dispose of.
4. If food/beverages or crafts were used, wipe down tables, leaving the room as it was found.
(If using a kitchen area, clean all appliances & counter tops, make sure all cooking appliances
are turned off and safe).
5. **Return tables, chairs or any other furniture to its original location if you have it set up in a different arrangement.**
6. Turn off all lights, fans, TVs, etc.
7. Close and lock all windows (if applicable)
8. Lock all doors when vacating the building
9. Return keys to Parish Office or the drop box on the side of the Parish Office within 2 days after your event.

 **ST JOSEPH FACILITY USER AGREEMENT**The undersigned party(ies), in consideration of the use of the parish facilities/grounds located at 1351-1375 Motherhead Road; St Charles, MO 63304, hereby agrees to hold harmless and indemnify the Organization, the Archbishop of St. Louis and the Archdiocese of St. Louis, their respective officers, directors, employees, agents and volunteers from all claims, including all loss, cost, damage, and expense, including the cost of defense and reasonable attorney fees related thereto, for damages arising out of the use of the Facility by the undersigned, or their employees, volunteers or invitees. The Undersigned User understands that no insurance is provided by the Archdiocese of St. Louis.

I/we understand that during the use of these facilities, I/we will be responsible for the property and all activities. Also, I/we hereby attest to the fact that I/we are using the facility for the use indicated on the request form.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) reserved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* ***Open fires inside any of the facilities (such as candles on the tables) is prohibited, as well as
fire pits or BBQ pits on the deck of the Parish Hall.***
* ***Hanging decorations/pictures/signs/posters on the walls of the Parish Hall is prohibited***

**St. Joseph Parish Facility Policy**

All Parish facilities which includes our new Parish Hall are restricted to Parish sponsored events, and personal activities for registered parishioners only (ie, baby showers, anniversary parties, etc.).
**The Parish Hall is not available for wedding receptions or for outside groups planning trivia nights,
fund raisers,etc.**
If you are interested in the use of any facility or a clarification of our policy, please contact the Parish Office at 636-441-0055 extension 100.

* 1. **Requests for any parish facilities must be made by filling out the request form on-line using the following link:** [stjoecot.org/resources](http://stjoecot.org/resources) **If you do not have access to a computer, you may come to the Parish Center to fill out a room request form.**
	2. The use of any St Joseph facility is limited to registered members of the parish, 21 years of age
	or older. **Parishioners CAN NOT** reserve a facility for anyone outside of the parish.
	3. Facility reservations may be made up to 6 months in advance, large events must be scheduled at least 30 days before the event.
	4. **Alcohol is not to be served to anyone or brought in by someone, including adults, at any event directed primarily to and for minors.** This includes elementary and high school events, CYC events and Scouting activities. Minors are not to be served alcoholic beverages or allowed to have them in their possession on these premises.
	5. Keys should be picked up at the Parish Office during regular business hours.
	 **Monday – Thursday 8:00 AM – 7:00 PM or Friday 8:00 AM – 4:00 PM**At this time, you will be asked to read and sign a Facility Check List and Agreement.
	6. **For events involving the kitchen in the Parish Hall on weekends (Friday 5:00 pm through Sunday Midnight) a deposit of $600 is required (2 checks in the amount of $300 each). Depending on the condition of the room, you may be refunded all or a portion of your deposit the following week after your event.**
	7. Usage of other parish facilities is open at no cost to all Parish organizations and families as available. **Depending on other events, you need to plan ahead for set-up**. Those using the facilities are responsible for cleaning up and setting up the room as it was. If any organization or group is found to have left an area in disarray or unclean, they **may be required to pay a cleaning fee for future usage**. The Parish Office will contact those groups should this happen.
	8. For those using the facilities for personal sponsored events, ie. baby showers, anniversary parties, please refer to the Facility User Agreement. If an accident should occur, an Incident Report will be available to fill out and return to the Parish Office. For Parish Sponsored events liability insurance protection extends to the Parish and volunteers working those events.
	9. The Parish has the right to cancel or move an event in case of an unplanned Parish Event.
	This would be a rare occurrence and we will make every effort not to disrupt anyone’s plans.
	10. Open fires inside any of the facilities (such as candles on the tables) is prohibited, as well as
	fire pits or BBQ pits on the deck of the Parish Hall.
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**St. Joseph Facility Checklist and Agreement – Occupant’s Copy**

**CHECKLIST FOR ST JOSEPH FACILITIES**

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I/we understand that during the use of these facilities, I/we will be responsible for the property and all activities. Also, I/we hereby attest to the fact that I/we are using the facility for the use indicated on the request form.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) reserved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Items to go over upon entering the facility:**

Dear Ministry Leader or Facility User,

Please help us identify problems with any facility you are using by giving us feedback on the condition of the space when you arrive. The Checklist and Agreement is given to each group using our facilities and if the area is not in good condition when you arrive we want to know. So please turn this sheet in when you drop off the keys. Thanks!

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Room/Facility Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check all that apply**:

Tables Clean:  Yes  No Chairs Clean:  Yes  No

Floors Clean:  Yes  No Kitchen Clean:  Yes  No

 Trash Emptied:  Yes  No

Any other comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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