



Our Lady of the Black Hills

12365 Sturgis Road, Piedmont,
South Dakota 57769-2007
olbh@olbh.org (605) 787-5168

POLICIES FOR USE OF OUR LADY OF THE BLACK HILLS HALL AND KITCHEN

A. Fees for Use

If you are a registered parish member, there will be no fees but policies and procedures will apply.

Use of Our Lady of the Black Hills (OLBH):

Church	100.00
St. Joseph's Hall	150.00
Large Classroom	100.00
Hall	100.00
Classrooms	50.00
Kitchen	100.00

(Plus a \$50 refundable deposit for each room used)

Insurance:

If this is a non-parish event you will be required to purchase event insurance from the parish at the rate of \$95/day. If your organization has insurance and you can produce a certificate of insurance, this fee will be waived.

B. Supervisors

A member of the staff or assigned parishioner with knowledge of the kitchen will inspect the set-up, clean-up and closing.

C. Additional Policies

Cost of breakage and repair, for dishes, chairs, tables, equipment, etc., shall be the responsibility of the group using the facility.

Wash all linens used. Please return within 1 week.

Please clean rooms after use, including emptying the garbage cans and taking garbage to the dumpster. No garbage is to be left on the ground around dumpster.

Make sure all lights are turned off, all doors are locked, and all windows are shut.

Hall "set-up" information is required in writing at least one month prior to the event. All advertisement for the event must be reviewed with OLBH parish staff at least *one week prior to being published or posted*.

User does not answer OLBH phones, local calls going out are permissible; however, incoming calls for user should go to the user's cell phone(s).

OUR LADY OF THE BLACK HILLS USE AGREEMENT

12365 Sturgis Road
Piedmont, SD 57769
(605) 787-5168

Name of Person, Group or Organization _____

Names of responsible individuals in charge of group:

_____ Phone: _____

_____ Phone: _____

Date Requested: _____ Times: _____

Purpose of Use: _____ E-mail address: _____

Facility Use:

	Per Day	# Days	Total		
_____ St. Joseph's Hall	Fee: \$150	_____	_____	Deposit: \$50	Refund: _____
_____ Church	Fee: \$100	_____	_____	Deposit: \$50	Refund: _____
_____ Hall	Fee: \$100	_____	_____	Deposit: \$50	Refund: _____
_____ Kitchen	Fee: \$100	_____	_____	Deposit: \$50	Refund: _____
_____ Large Classroom	Fee: \$100	_____	_____	Deposit: \$50	Refund: _____
_____ Classrooms	Fee: \$50	_____	_____	Deposit: \$50	Refund: _____
_____ Insurance	Fee: \$95	_____	_____	Deposit: <u>N/A</u>	Refund: _____

Total Rent _____ Total Deposit _____ Total Refund _____

Keys Checked Out Y / N Date: _____ By: _____

Keys Returned Y / N Date: _____ By: _____

Refund Returned Y / N Date: _____ By: _____

User understands that they are liable for any and all damages. A deposit of \$ N/A is required to hold date for event. The deposit is subject to return if all conditions are met satisfactorily. OLBH will not be liable for any accidents or injury and retains the right to refuse use of its facilities to any group or individual. No smoking is permitted within the facility. OLBH reserves the right to change the times or dates of scheduled activities in the event of funerals. If an appliance(s) breaks down or other problems arise with facility or equipment, OLBH should be contacted immediately.

Signed this _____ day of _____, 20____.

Signature of User

OLBH Authorized Signature