

Section: Elderly Services	Department Manager: Kristy Malone
Subject: Building Use Policy Eunice Stick Gathering Place	Director: Alphia Creapeau, Human Services
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Supersedes: None	Steering Committee: 06/06/17
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**POLICY:** It is the policy of the Stockbridge-Munsee Community that community members may rent the Eunice Stick Gathering Place as a space to hold events during times when the facility is not being used by the Tribe's Elderly Services program.

**PURPOSE:** The purpose of this policy is to ensure that that the Eunice Stick Gathering Place is used appropriately by the community and there are appropriate measures in place to cover the cost of running the building after hours and to protect the condition of the Center. For any event, a person will be required to sign a Use Form and pay a user fee and deposit to ensure responsibility. Costs have been kept at an affordable amount so that community members can utilize the facility, but provide a payment to help cover some of our costs.

**PAYMENT:** Persons who wish to rent the Eunice Stick Gathering Place are required to pay \$75.00 for the use of the building. A deposit portion (\$25) is refundable so long as the Center and its contents are left in good condition. The remainder (\$50) is the non-refundable fee for the use of the building. This payment may be made by cash or check payable to Stockbridge-Munsee Community. The refundable deposit will be returned following inspection after the event, so long as the building is in good condition. The Tribe reserves the right to keep the total deposit if the building is not cleaned after or is damaged by an event. In addition, the person can be held liable for costs to clean, repair or replace damaged items.

**PAPERWORK:** All persons who wish to receive permission to use the Eunice Stick Gathering Place are required to complete all paperwork, such as a use form, as required by the Tribe.

**STANDARDS FOR USE:**

1. Reservations must be scheduled through the managers of the Stockbridge-Munsee Elderly Services. Requests to reserve the building are made by completing all required paperwork (such as the use form) please see attached and making required payments.
2. If possible, reservations must be made at least 2 weeks in advance of the requested date.
3. In the event of a scheduling conflict between the use of the building for the Tribe's Elderly Services program and the use for a private event, the private event will be cancelled or rescheduled. If cancelled due to scheduling conflict, then the full deposit will be refunded to the responsible person.
4. If an event is cancelled by the responsible person, then the full payment amount will be refunded to the person.
5. No alcohol beverages may be served at events held at the facility. Food may be served at events and the kitchen used for prep space, but no dishware may be used.

6. All decorations must be taken down at the end of an event and the facility left in a clean and orderly condition. Garbage and recyclables must be picked up, bagged and deposited in the dumpsters located on the north side of the building.
7. The Tribe is not responsible for any private event, the actions or omissions of participants or for articles left behind, lost or stolen from the Eunice Stick Gathering Place.
8. People who violate any of the conditions of use will forfeit any deposit paid for the use of the facility and be barred from using the facility for a period of one (1) year.