

NOTICE

The Stockbridge-Munsee Tribal Council approved, on July 25, 2017 the
Eunice Stick Gathering Place (a.k.a. SM Elderly Center)
Building Use Policy.

Effective, October 1, 2017, there will be a charge of \$75.00 to hold your event at the Eunice Stick Gathering Place. This includes a deposit of \$25 to reserve the building and a user fee of \$50 to cover the cost of opening the center (electricity, water, gas). Please see detailed policy attached to this notice.

Please contact Kristy Malone, Manager or Nikki Bowman, Assistant Manager at (715) 793-4236 to reserve the building.

Building Use Policy and Building Use Form are attached to this notice. If you have any questions please call SM Elderly Services at (715) 793-4236 for more information.



Section: Elderly Services	Department Manager: Kristy Malone
Subject: Building Use Policy Eunice Stick Gathering Place	Director: Alpha Creapeau, Human Services
Policy #: ES007	Legal Final Review: 06/12/17
Supersedes: None	Steering Committee: 06/06/17
Pages: 3	Tribal Council: 07/25/17
Effective Date: 10/01/17	Review Date:

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.

**STOCKBRIDGE-MUNSEE ELDERLY SERVICES
EUNICE STICK GATHERING SPACE USE FORM**

Responsible Person: _____ Date of Event: _____

Telephone Numbers (home and cell): _____

Address: _____

Type of Event: _____ Time of Event: _____

The Responsible Person named on this form understands that the following standards apply to the use of the Eunice Stick Gathering Place and agrees to comply with them in relation to this event.

1. Occupancy shall not exceed 125 people.
2. The event must not be disruptive to people living nearby. If an evening event, it must end by 9 PM and clean-up must be completed by 10 PM.
3. Event planners may serve food, which they bring, at their event. Coffee makers may be used to prepare and serve coffee. The kitchen may be used as a preparation area for food service; however, glasses, dishes, and pots and pans may not be used.
4. ALCOHOLIC BEVERAGES ARE NOT ALLOWED. Glass bottles are also prohibited.
5. NO SMOKING is allowed in the building. Smudging and lit candles are also prohibited.
6. Temporary decorations can be hung using scotch tape. All tape must be completely removed after the event. The temperature in the building shall not be adjusted.
7. Tables and chairs can be set-up or moved for the event, so long as they are not removed from the building and the space is returned to its original condition after the event.
8. Pets of any kind are not allowed in the building.
9. The event must be conducted in a manner that does not cause damage to the building. All areas used must left in a clean and orderly condition after the conclusion of the event. Garbage and recyclable must be picked up, bagged and deposited in the dumpsters located on the north side of the building.
10. The Responsible Person must contact the designated Elderly Services staff member at the conclusion of the event to ensure the building is vacated and secured.
11. The Stockbridge-Munsee Community and its officers and employees are not liable for the event; the acts or omissions of participants in the event; nor any articles left behind, lost or stolen from the Eunice Stick Gathering Place.

The undersigned Responsible Person understands that by signing he/she is assumes responsibility for damage to or misuse of the Eunice Stick Gathering Place in relation to the event. Such responsibility includes financial responsibility for the costs of repairs, replacement or cleaning required after the event. In addition, persons who violate 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.

SIGNATURE OF RESPONSIBLE PERSON: _____

Office Use:	Date of request: _____	Availability confirmed: _____	
Date Paid: _____	Check #: _____	Cash receipt #: _____	Staff initials: _____
Date of inspection after event: _____		Building condition: _____	
Amount of deposit returned: _____	Date released: _____		Staff initials: _____