

TO INQUIRE OR MAKE ARRANGEMENTS ABOUT USING THE
HALL, PLEASE CONTACT

Jim Remacle 208-962-3524 (H)
208-962-3451

JIM IS APPOINTED BY THE GRAND KNIGHT TO BE THE
CONTACT FOR REQUESTING THE USE OF THE HALL.

Please scroll down to see the policies for
using the Knights of Columbus Hall.





Knights of Columbus Council #1389
COTTONWOOD, IDAHO 83522

Hall Use Policy; Use Rules; Use Agreement

It is KC Council #1389 policy that the KC Hall is not available for general public use with some exceptions. The policy was adopted in order to limit the amount of wear and tear on the building as well as reduce liability. This policy was decided by a majority vote of members present during a regularly scheduled meeting on December 9, 2003 (amended January 13, 2009) and may be changed in the same manner. The Grand Knight or his appointed representative is the contact for requesting use of the hall.

Exceptions to policy:

1. Normally, the hall is not available for use by others on KC meeting nights. From September to May meeting nights are the second Tuesday of the month. By a majority vote at a regularly scheduled meeting the members may agree to make the hall available on a meeting night.
2. The Catholic Daughters may reserve the hall for a \$25 fee for Catholic Daughter functions.
3. The hall may be reserved for Tri-Parish, Diocese of Boise, or Catholic Church sponsored functions. Some examples are deanery meetings/functions, parish workshops, retreats, etc. Normally, a cleanup and use fee will not be charged.
4. The youth minister or DRE of the tri-parishes may reserve the hall for youth activities. A KC member in good standing must be present to open and close the building and manage the hall. A cleanup and use fee will not be charged.
5. The hall may be reserved by organizations sponsored by the Knights of Columbus #1389. Currently, the council sponsors the Cottonwood Cub and Boy Scouts. The scouts normally use the hall for banquets and meetings. A cleanup and use fee will not be charged.
6. As a privilege of membership, KC Council #1389 members in good standing may use the hall for immediate family gatherings - for example family birthday parties or holiday celebrations. The responsible person must be in attendance. A clean up and use fee will be charged.
7. The hall may be available for use on a case by case basis if approved by a majority vote at a regularly scheduled meeting. In rare instances where a decision is required and waiting for a regularly scheduled meeting is not practical, the Grand Knight and the three Trustees for the current term will make the decision. A clean up and use fee will normally be charged.

KC Hall Use Rules

1. The hall may be reserved for use in accordance with the policies and rules of KC Council #1389. A request for using the hall must be completed. Users will be charged a clean up and use fee to cover the cost of hiring a cleanup crew, offsetting the cost of utilities, replacing expendable items, and reimbursement for wear and tear of the facility. A refundable deposit of \$100 is required. It will be refunded after the premises are inspected, if there were no rules violations, and fees are paid. Clean up fee is a minimum of 2 hours (\$25.00) plus \$10 an hour after that. A use fee of \$50.00 per day may be charged. The Grand Knight (or his appointed representative) is the contact for reservations and making arrangements for getting a key to the requestor.
2. Hall use is limited to the hours between 8:30 am to 10:00 pm. The hall has a 100 person maximum load capacity.
3. The person requesting to use the hall agrees to be financially responsible for any damage done to the hall or furniture. He/she also agrees to accept full and complete liability for any injuries and hold KC Council #1389 and its members harmless of any liability or responsibility for injuries while using the hall.
4. When serving punch, do not serve any kind of red or purple punch. This stains the carpet.
5. Children must be supervised at all times by a responsible adult of the renting party.
6. Only acoustic or low amplified music is allowed.
7. No tables, chairs, roasters, coffeepots, etc. (absolutely nothing) are to be taken out of the hall.
8. No decorations are to be put on the walls or ceiling. We do not want nails, staples, etc. and the resulting holes in the walls and ceiling. Table and floor decorations are OK.
9. Kitchen equipment (stove, pots, pans, silverware, kitchen utensils, roasters, refrigerators, and coffeepot) may be used if requested. Equipment must be cleaned and returned to the proper storage location. The grill may not be used without a separate special permission. The requestor may not use KC supplies stored in the hall without specific permission. The users are expected to provide their own paper cups, paper towels, etc.
10. The hall furniture must be restored to its original arrangement before leaving. (can be a cause for losing your deposit)
11. All windows are to be closed and lights turned off. Please lock (2) outside doors. Turn heater thermostats down to 50 degrees. (can be a cause for losing your deposit)
12. The person requesting the use of the hall is responsible for picking up hall and grounds. All trashcans in the hall must be left completely empty. Users will dispose of all of their trash in an approved location away from the hall.

Knights of Columbus Council #1389

COTTONWOOD, IDAHO 83522

KC Hall Request & Use Agreement

We/I _____ request the use of
ORGANIZATION/NAME

The Knights of Columbus Hall on the following date _____ at the

Following times _____ to _____.

The responsible person is _____

NAME

and _____

ADDRESS

DAYTIME PHONE NUMBER

AFTER READING THE BUILDING USE RULES FOR THE KC HALL I/WE AGREE TO AND WILL FOLLOW ALL OF THE HALL USE RULES. FURTHERMORE, WE ACCEPT FULL AND COMPLETE LIABILITY FOR ANY INJURIES AND HOLD KC COUNCIL #1389 AND ITS MEMBERS HARMLESS OF ANY LIABILITY OR RESPONSIBILITY FOR INJURIES WHILE USING THE HALL.

ATTACHED IS A DEPOSIT OF \$100. I UNDERSTAND THAT IT WILL BE REFUNDED (**assuming there were no rules violations**) AFTER THE PREMISES ARE INSPECTED AND FEES ARE PAID.

SIGNATURE

AFFILIATION

KC APPROVED BY