



**Habitat for Humanity of Lafayette, Inc**  
**420 S 1st Street**  
**Lafayette, IN 47905**  
**765-423-4590**

**Junction House Building Use Policy and Agreement:**

It is the goal of Habitat for Humanity of Lafayette to provide a community oriented, easily accessible space where community members can gather.

The Junction House was built as a hub for Wabash Avenue residents and groups who directly serve the community. Anyone looking to make a reservation must meet the policy outlined in this agreement. Bookings are taken on a first-come, first-served basis and will require a deposit of \$100 in order to secure each event. Payments can be made via credit card. Rental hours are from 9:00 am to 8:00 pm.

Junction House Rental Fees:

- \$100 deposit at time of booking (refundable upon receipt of keys and event space in clean, undamaged condition)
- \$40/hour (due at time of booking)

Local ministries and nonprofit organizations may have booking fees waived on a case by case basis. Please contact our office for details.

Name of individual in charge of booking: \_\_\_\_\_

Name of associated organization (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

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

Number of anticipated guests: \_\_\_\_\_

Time of arrival (include set-up): \_\_\_\_\_ Time of departure (include clean-up): \_\_\_\_\_

**Payment information**

**Card name:** \_\_\_\_\_

**Card number:** \_\_\_\_\_

**Exp Date:** \_\_\_\_\_ **Security Code:** \_\_\_\_\_

## Junction House Building Use

### Building Use Expectations:

- 1) The Junction House should remain a smoke-free environment.
  - a. Smokers may smoke outside the building (15 feet away from any building or house)
- 2) The Junction House and associated property should remain a drug/alcohol free environment
- 3) All minors should be accompanied by a responsible adult (over the age of 25) at all times
- 4) The Junction House may be arranged in any manner as deemed necessary by tenant, however the space should be left in the arrangement it was found
- 5) Items found in the kitchen (see below) are communal and may be used by tenants. Please wash, dry and put away any dishes/supplies prior to departure
  - a. Coffee maker/pots
  - b. Pots, pans, baking sheets
  - c. Serving dishes
  - d. Towels
- 6) Items found in cabinets, pantry, refrigerator and closet (aside from vacuum and cleaning supplies) are the possession of Habitat for Humanity or groups who regularly use the building. Please do NOT use or move these items.
- 7) Limit building use to pre-arranged rooms and timeframe
- 8) Tape, nails, and or adhesive are not to be used on the walls.
- 9) Follow cleaning process posted in each of the rooms used
- 10) Additional chairs/tables MAY be available upon special request of Habitat staff
  - a. Special requests and cancellations should be made in advance (2 weeks prior to event) - not on the day of the event.
- 11) Overflow parking is available behind the Junction House at 216 Ellsworth Street (asphalt under basketball hoop.)
- 12) Trash must be placed in receptacles provided outside.
- 13) Any time used after confirmed booking will be charged in 30 minute increments at \$20/hr.
- 14) Users hereby release, waive, and discharge Habitat for Humanity of Lafayette, Inc., its employees, agents, and volunteers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury including death while in, on or upon the premises where the event is being conducted.
- 15) Habitat holds the right to review, adjust, confirm or cancel any reservation without notice in the event of unforeseen circumstances and or maintenance.

16) Print Name: \_\_\_\_\_

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

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

Habitat Staff Signature: \_\_\_\_\_

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