

VIANNEY HOUSE

1. The following information is provided to assist you in reserving Vianney House for your use. It is important to follow these procedures to assist us in making the house as easily available as possible.
2. Reservation: When you want to reserve the house for an overnight, you should call the business office at St. Joseph's of Milford 712-338-2274. To make the house available to as many priests as possible, reservations are to be made no more than 45 days in advance. We will continue to work on a first come, first served basis. If you have made a reservation and find that you have to cancel, please let business office at St. Joseph know. The keys to the house are located in the parish garage. Enter on the west. They are hanging to the left of the door on the wall. Please return the keys and let the business office know you have left.
3. Notes on house use
 - a. Please, no pets.
 - b. Smoking is permitted only in the porch area and public space (living and meeting rooms).
 - c. The house is equipped with a basic kitchen. You must provide the food stuffs to use while you are there.
 - d. Please keep the house tidy and return anything that you use.
 - e. Please report all damages or repairs need to the business office.
 - f. Please do not remove any items belonging to Vianney House.
 - g. Please take care to keep doors and windows locked when you are away from the house.
 - h. Vianney House is for the use of our priests.
 - i. Personal guests who are priests and who accompany you to the house are welcome.
 - j. A \$25 contribution is suggested per person per night for use of the house.
4. Check-out procedure. Please make sure that the kitchen is cleaned and all dishes washed and returned to the cupboard. All perishable foods should be removed from the house. Place all garbage in the garbage cans. Please fill out a damage report if necessary so repairs can be made. Mail your check with dates you stayed to the Finance office at the Diocese, 1821 Jackson Street, 51105
5. Updated November 1, 2019