

ST. MICHAEL CATHOLIC CHURCH
574 EIGHTH STREET, CALHAN, CO 80808
(Mailing: P.O. Box 199, CALHAN, CO 80808)
Office: (719) 347-2290

Parish Building and Property (Grounds) Use Guidelines and Rules

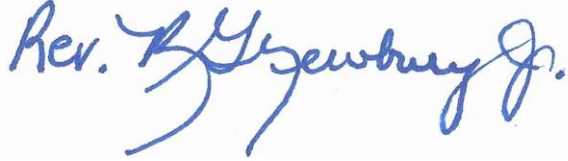
1. Parish building total capacity is approximately 250 people (upstairs and downstairs).
2. Parish building and/or property (grounds) reservations, other than for wedding receptions or other parish functions, will not be accepted more than 3 months in advance. Parish activities and functions will take priority over private events. In the event of an emergency (such as a funeral), the Pastor or Parochial Administrator, in consultation with the parities involved and the parish building and property (grounds) coordinator, will mediate the scheduling accordingly. Only the Pastor or Parochial Administrator of the St. Michael Catholic Church may waive or adjust fees. The fees for the use of the parish building and/or property (grounds) are based upon the facilities required, and whether the “Renter” is a registered and active member of the parish, or they are non-parishioners.
3. The Renter must make arrangements for keys for access and locking of the parish building (if/as applicable) with the parish’s main office. Likewise, issued keys will be returned within 3 days after the scheduled event.
4. The Parish building (e.g., room or area) set-up is the sole responsibility of the Renter. The Renter is to see that the facility and its furnishings are returned to the original state in which it was found; before the rental activity began.
5. Decorations, either self-standing and/or table decorations are acceptable. Decorations may not be attached to the walls, ceilings, support posts or windows. For reasons of safety, items such as wheat or rice grains shall not be used either in the parish buildings or outside on the parish property (grounds), including the parking lot area.
6. The Renter may use a private food preparation or catering service. In either case, parish-owned tablecloths, dishes, flatware, punch bowls, coffee pots, etc., may be used as needed and are included in the rental of the kitchen. A fee of \$200.00 or a portion of this fee may be accessed, if the kitchen is not cleaned and returned to the original state in which it was found, and any serving ware used is not thoroughly cleaned and properly stored.
7. Because we live as good neighbors, music (either recorded or live) is permitted in the parish building, provided it cannot be heard outside of the church building and the sound volume level is within the legal community standards. Any band hired to play for an event must remove their equipment at the end of the event. Failure to do so will result in the forfeiture of the deposit.

8. The Pastor, Parochial Administrator or their representative(s) will set heating or cooling controls. Any tampering or movement of the control settings may result in an additional utilities charge for the use of the building.
9. The only alcoholic beverages permitted in the building are beer and wine, including champagne. For functions serving alcoholic beverages however, the following **must be strictly observed**:
 - a. The permitted alcoholic beverages **must** be dispensed by a licensed, bartender or a person over the age of 21, who has had sufficient training in serving alcoholic beverages and who is proficient in the performance and accomplishment of this profession. The name(s) and other relevant information about the bartender(s) used in the event, must be provide in writing to the parish main office a minimum of 5 days before the scheduled event.
 - b. A sign reading, “GUESTS BY INVITATION ONLY,” is to be posted at the front/entrance door.
 - c. Alcoholic beverages **must never** be served to an individual who is under the legal drinking age of 21 years or is already visibly intoxicated.
 - d. The individual who is dispensing alcoholic beverages may serve only 1 drink at a time to each individual.
 - e. Each alcoholic beverage may be served in the volume of no more than 12 ounces of beer or 4 to 5 ounces of wine or champagne.
 - f. Food and non-alcoholic beverages are to be served and readily available throughout the duration of the event at which alcoholic beverages are served.
 - g. All individuals should be observed throughout the event to make sure they are eating available snacks, etc., and not just drinking.
 - h. **No** alcoholic beverages shall be brought into or consumed on the premises, other than that dispensed by the designated bartender(s) for the event and agreed upon, **in advance**, in accord with this Agreement by the parish’s Pastor or Parochial Administrator.
 - i. **No** alcoholic beverages dispensed by the bartender(s) for the event shall be **permitted** out of the parish building. There are NO EXCEPTIONS by state law.

- j. The Renter must have a pre-existing plan to care for an individual, who has had too much to drink, and the plan must be given to the Pastor, Parochial Administrator or parish's Office/Business Manager at least 5 days prior to the event. The plan shall include:
 - (1) Alternative methods of transportation home after the event, if the individual is in a diminished or incapacitated state and unable to safely drive their vehicle.
 - (2) Local EMS personnel shall be notified via 911, for those individuals who are unconscious or in any state of medical distress or danger.
 - (3) A method to limit or stop an individual's consumption, if he/she has had too much to drink in the opinion of the bartender(s) for the event.
 - (4) No further alcoholic beverages are to be given, dispensed or made available to a person (including via a third party), who has had too much to drink.
- k. At least one and a half (1 ½) hours before the event concludes, the bar is to be shut down and no further alcoholic beverages may be dispensed to any of the individuals at the event. There are NO EXCEPTIONS per state law.
- l. In the final one and a half (1 ½) hour period, coffee, water and food are to be made readily available and those present should be encouraged to remain and partake in these offerings. The coffee and food will not help those individuals who have been drinking to sober up, but the time will. There are NO EXCEPTIONS per state law.
- 10. If alcoholic beverages are to be served, prudence and safety may dictate that a uniformed security guard, hired by the Renter, be present throughout the function. The Pastor or Parochial Administrator will advise the Renter, if this is required or requested.
- 11. If alcoholic beverages are not served at the function, **no one** is permitted to bring any alcoholic beverage(s) into or onto the premises, which includes the church's buildings, adjacent property areas, and parking lot area.
- 12. The parish social hall is a NON-SMOKING facility in its entirety. There is to be no smoking whatsoever within the parish's buildings.
- 13. Clean-up of the parish building, and adjacent outside areas used for an event are the sole responsibility of the Renter. Clean-up includes the facility areas used in its entirety, including the removal of event-peculiar garbage. Arrangements for clean-up access will be made between the Renter and the parish's coordinator(s).

14. The St. Michael Catholic Church is not responsible for any articles lost, stolen or left on the church's property.

Approved and effective May 30, 2022.

A handwritten signature in blue ink that reads "Rev. Bob Newbury Jr." The signature is written in a cursive style with a large, stylized initial 'B'.

May 30, 2022

Fr. Bob Newbury
Parochial Administrator