

# St. Francis Building Use Policy and Church Use Agreement

In case of an emergency, call Jim M. at 406-493-8087 updated October 2019

This policy updates long standing use practices for the St. Francis of Assisi worship building (church), the Pastoral Life Center and the Old Parish Center (currently leased to the Media Arts in Public Schools (MAPS) program).

The purpose of this policy is to better define use practices. The Old Parish Center will not be used Saturday evenings or Sunday mornings. At present MAPS holds classes on weekday afternoons & evenings. Participants in the program are encouraged to use the parking lot behind the building and along Sixth and Madison Streets. The MAPS program headquartered in the building provides after school opportunities in several disciplines to a significant number of youth in our town. The program also provides similar opportunities to other communities in Montana.

RATES	Parishioner or Catholic Organization	Non-Parishioner or Non-Catholic Organization	Non-Profit	TOTAL
Greatroom Rental*	\$25/hour	\$100/hour	\$50/hour	
Classroom Rental	No charge	\$100/day	\$50/day	
Church Rental	No charge	\$500/day	\$250/day	
Kitchen Rental	\$10/hour (min. 2hrs)	\$10/hour (min. 2hrs)	\$10/hour (min 2hrs)	
Use Coverage**	\$95	\$95	<b>Needed</b>	
Cleaning deposit	\$250	\$250	\$250	
Reservation Deposit	\$100	\$100	\$100	

\*Events held on a Saturday evening can start no earlier than 7pm.(early set up is recommended)

\*Setup time is not included in the Room Rental Rate; cleanup time is included.

\*\*One-time Insurance fee is required for larger events and all events involving alcohol and **must be paid 3 weeks** prior to the event.

<b>Name &amp; Organization</b>	
<b>Address/Phone</b>	
<b>Use Date</b>	
<b>Start/End times</b>	

Reservations and Refundable Cleaning Deposits required for all events

\$250 cleaning deposit will be returned when facility is inspected and is back in same condition.

Reservation deposit of \$100 is not returned but will be applied to final use fee

**\*Insurance: Insurance is required for all events unless determined otherwise by Diocese**

Or, have user **add St. Francis as additional insured on their insurance policy as well as Diocese of Helena** and provide certificate showing such; or user can pay a \$95 fee for insurance from Diocese (\$125 for an overnight event)

## Exceptions

Funeral luncheons, Anniversary celebrations (parishioners only – but must pay an insurance fee), Recitals such as by Anne Weber

Sign to Agree and date \_\_\_\_\_

# St. Francis Pastoral Life Center (PLC) and Church Use Agreement

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## GENERAL RULES AND GUIDELINES

1	The maximum capacity of the PLC building is 240. Events larger than this will need to go elsewhere.						
2	Event and cleanup must be completed and the group must vacate the building by <b>midnight</b> the night of the event.						
3	Areas included in the fees: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Greatroom (sides A and B)</td> <td style="width: 50%;">Classrooms 1,2,3 and 6</td> </tr> <tr> <td>Kitchen</td> <td>Serving area</td> </tr> <tr> <td>Lobby</td> <td>Bathrooms</td> </tr> </table>	Greatroom (sides A and B)	Classrooms 1,2,3 and 6	Kitchen	Serving area	Lobby	Bathrooms
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Kitchen	Serving area						
Lobby	Bathrooms						
4	Items included in the fees: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">30-72" Round tables</td> <td style="width: 50%;">10-60" Round tables</td> </tr> <tr> <td>10-8' Rectangular tables</td> <td>Chairs and place settings for 240</td> </tr> <tr> <td>Full use of kitchen</td> <td></td> </tr> </table>	30-72" Round tables	10-60" Round tables	10-8' Rectangular tables	Chairs and place settings for 240	Full use of kitchen	
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Full use of kitchen							
5	The cleaning deposit will be returned if all the rules and guidelines are complied with and there is no damage to the building or property.						
6	A Building Facilitator will be on-site for events in order to answer any questions, help with location and use of equipment, oversee alcohol policy enforcement, sign off on the post-event checklist, and in case of emergency.						
7	There are two cigarette receptacles outside the PLC building - one off the alley entrance on the West side of the building, and one off the Northeast corner of the building on Madison St. <b>These are the only places where smoking is permitted on this property which consists of the full city block.</b>						
8	Candles may be used on the tables as long as they are fully enclosed in sturdy glass candleholders. <b>NO</b> Rice, birdseed, wheat, or real flower pedals allowed in church or center.						
9	No materials containing profanity, nudity, or other material deemed inappropriate or offensive to the general public as determined by St Francis Parish, will be allowed on the property.						
10	No animals other than personal assistance animals are allowed. Personal Assistance animals are NOT allowed when food is being prepared or served.						
11	<b>Do not</b> use paint, nails, tacks, staples, or anything else that can damage the walls or wood, to decorate.						
12	Advertisements shall refer to the building as the <i>St Francis Pastoral Life Center</i> , direct parking to the lower parking lot on the Southwest corner of the block, and provide a contact phone number other than that of St Francis parish.						
13	The Reservation Deposit is non-refundable and will not be taken until six months prior to the event, however, the event may be 'penciled in' prior to that six-month period.						

**St. Francis Pastoral Life Center (PLC) and Church Use Agreement**

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**CATERING PERMIT POLICY**

**We want to keep our community, staff, and property safe from alcohol-related incidents that could be harmful.**

		<b>INITIAL</b>
<b>1</b>	<b>I have applied for and received the following license to serve alcohol at the event to be held at the PLC on _____.</b>  <b>Catering Only _____</b> <b>Beer and Wine _____</b> <b>All Beverages _____</b>	
<b>2</b>	<b>I have provided a copy of the permit to be on file.</b>	
<b>3</b>	<b>I understand that alcohol should not leave the premises during or after the event.</b>	
<b>4</b>	<b>Our staff is trained under a Montana state-approved program to sell and serve alcohol. We understand that volunteers not associated with our business should not serve alcohol under our license.</b>	
<b>5</b>	<b>We will not serve/sell alcohol to minors.</b>	
<b>6</b>	<b>We will not serve to the point of intoxication.</b>	
<b>7</b>	<b>We understand that any liability that occurs due to over service or service to a minor is our responsibility.</b>	
<b>8</b>	<b>We have notified local law enforcement about the event.</b>	

**I have read the policy and agree to abide by the provisions contained in it.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**St. Francis Pastoral Life Center (PLC) and Church Use Agreement**

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**PRIVATE PARTY ALCOHOL SERVICE POLICY**

We want to keep our community, staff, and property safe from alcohol-related incidents that could be harmful.

		INITIAL
1	I understand that alcohol should not leave the premises during or after the event.	
2	We will not serve/sell alcohol to minors.	
3	We will not serve to the point of intoxication.	
4	We understand that any liability that occurs due to over service or service to a minor is our responsibility.	

I have read the policy and agree to abide by the provisions contained in it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SPECIAL EVENTS PERMIT HOLDER**

We want to keep our community, staff, and property safe from alcohol-related incidents that could be harmful.

		INITIAL
1	I have applied for and received a special permit to serve alcohol at the event to be held at the PLC on _____.	
2	I have provided a copy of the permit to be on file.	
3	I understand that alcohol should not leave the premises during or after the event.	
4	I understand that this license is only good to sell/serve beer and wine.	
5	We will not serve/sell alcohol to minors.	
6	We will not serve to the point of intoxication.	
7	We understand that any liability that occurs due to over service or service to a minor is our responsibility.	

I have read the policy and agree to abide by the provisions contained in it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Alcohol use policy

The following regulations (required by our insurance carrier) must be observed:

1. For the use of alcoholic beverages, Special Use Coverage must be purchased at least 18 days before the event date (Catholic Mutual Insurance Form)
2. Alcoholic drinks (hard liquor and beer) **must be dispensed** by a licensed bartender.
3. Alcoholic beverages may not be served to or by anyone under the age of 21. **A sign must be posted indicating that No one under 21 may consume alcohol.**
4. **Alcoholic drinks must be carefully measured and doubles must never be served.** The commonly accepted standard is: no more than 1 to 1-1/2 ounces of whiskey in a highball, cocktail or mixed drink; 12 ounces of beer as a maximum; and no more than 4-5 ounces of wine per serving.
5. It is to be absolutely clear which beverages contain alcohol and which do not (this is especially crucial when spiked punch is served); appropriate signage is required.
6. **Food must be served throughout the time that alcohol is served.**
7. The Facility User is responsible to monitor the group's behavior and to take whatever action is deemed appropriate.
8. Every precaution must be taken to make sure that no alcoholic beverages are brought into the event by individuals and that all alcoholic beverages being consumed are the ones being dispensed under the guidance and control of the bartender responsible for the event.
9. An agreed upon written plan must be in place prior to the event which will handle individuals who have had too much to drink. This plan should include:
  - Arrangements for transportation home, for individuals not able to drive safely.
  - An established procedure to limit or stop an individual's consumption of alcohol when he/she has had too much to drink in the opinion of the bartender responsible for the event. This detection method can be handled through simple observation of an individual's speech and behavior. No further alcohol may be served to an individual who has already had too much to drink.
  - **For at least one hour before the event concludes, the bar must be closed and no alcohol make available to individuals present at the event. During this period, coffee and food must be made available.** Those present should be encouraged to take advantage of these offerings. This precaution will help with liability for people who have been drinking.
  - The following notice must be posted wherever alcohol is served:

**REMEMBER: FOR EVERY ONE DRINK YOU CONSUME, REGARDLESS OF THE KIND OF ALCOHOL (12OZ OF BEER, 4-5 OZ. OF WINE, OR 1 ½ OZ. OF WHISKEY) IT WILL TAKE AT LEAST ONE HOUR FOR THAT DRINK TO BE ELIMINATED FROM YOUR SYSTEM.**

# St. Francis Pastoral Life Center (PLC) and Church Use Agreement

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## INDEMNIFICATION AGREEMENT

The PLC Facility User agrees:

to defend, protect, indemnify, and hold harmless, St Francis Parish, the Diocese of Helena, and/or its Bishop against and from claims arising from the negligence or fault of the PLC User or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the facility usage.

to provide a certificate of insurance to St Francis Parish that provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence.

to have St Francis Parish, the Diocese of Helena, and its Bishop as "Additional Insured" on its general liability policy for the dates of facility usage for claims, which arise out of the PLC User's operations or are brought against St Francis Parish, the Diocese of Helena, and/or its Bishop by the PLC User's employees, agents, partners, family members, students, customers, functions, attendees, guests, invitees, organizational members, or associates.

to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against St Francis Parish and/or the Diocese of Helena.

If and only if the PLC User fails to comply with the above (second) paragraph, then the PLC User agrees to protect, defend, and hold harmless and fully indemnify St Francis Parish, the Diocese of Helena and/or its Bishop for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the specified dates of facility usage that is brought against St Francis Parish, the Diocese of Helena, and/or its Bishop by the PLC User or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members, or associates, even if such claim arises from the alleged negligence of St Francis Parish, the Diocese of Helena, and/or its Bishop, its employees or agents, or from the negligence of any other individual or organization. If any sentence of paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I/We agree that the foregoing agreement will guide the use of the St. Francis Pastoral Life Center for the purpose and during the time noted on the *Facility User Agreement*.

POST-EVENT FEE DETERMINATIONS:

Building Facilitator fee	\$ _____
Custodial Service	\$ _____
<b>Deposit Amount Returned</b>	<b>\$ _____</b>

**ST. FRANCIS PARISH RESERVES THE RIGHT TO REVOKE THIS AGREEMENT FOR CAUSE OR IF IT INTERFERES WITH ACTIVITIES OR FUNCTIONS OF THE CHURCH.**

Reservation Deposit will be refunded. Other deposits may be refunded.

The organization and/or person signing this application hereby agrees to reimburse **St. Francis Parish:**

- For any cleaning that needs to be done to return the facility to the condition it was prior to use.
- For any damage done during the time the facility and/or equipment was being used.
- For damage done to the property as a result of vehicle misuse or parking.

St. Francis Pastoral Life Center

# POST EVENT CHECKLIST

Decorations removed	Initial when Done
Tables, counters, chairs wiped down	
Kitchen items washed and put away. <b>Please refer to all kitchen postings.</b>	
Spills cleaned up	
Bathroom surfaces wiped down, garbage emptied.	
All Garbage emptied and put in dumpster	
Damages reported to the Building Facilitator (list)	
Lights out, door and windows closed and locked	

Parish Center User Signature and date

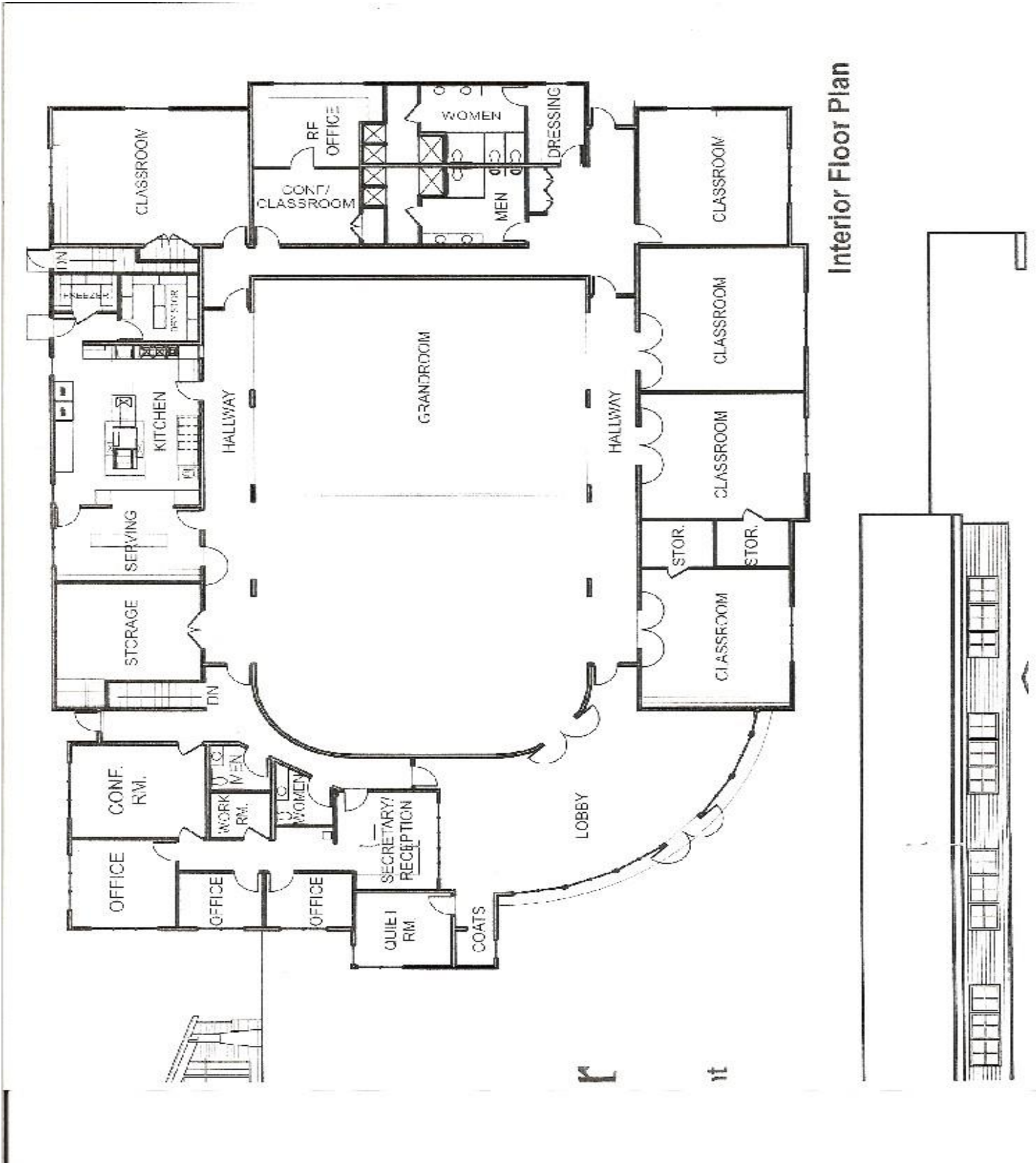
\_\_\_\_\_ date \_\_\_\_\_

Facilitator User Signature and date \_\_\_\_\_

**In Case of an Emergency, please call**

**Jim M. at 406-493-8087**





Interior Floor Plan

**St. Francis Pastoral Life Center (PLC) and Church Use Agreement**  
 In case of an emergency, call Jim M. at 406-493-8087 or Terri T. at 369-3033