

## **ALL SAINTS CHURCH POLICY: CHURCH HALL & FACILITIES**

The primary purpose for use of the All Saints Church Hall and other facility resources is to promote and sustain the parish and support family gatherings of parishioners. Other intended uses are to foster ecumenical relationships and community enrichment.

### ***Facility Reservation Priorities***

The order of priority for reservations and use of the Church Hall and other facility resources is: (1) Parish Events; (2) Parishioner Events, and (3) Non-Parish Events.

1. Parish Events – events intended to support or promote the parish and its members: parish meetings, parish festivals, bazaars, dinners, fundraisers, liturgical events, open houses, and parish-affiliated group activities (e.g., Religious Education, Knights of Columbus, Council of Catholic Women, Youth Group, etc.) First priority in reserving the hall will be given to parish events.
  - (a) Certain dates shall be set aside annually during which no Parishioner or Non-Parish events may be scheduled. These dates shall include:
    - Ash Wednesday
    - Lenten Fridays
    - Holy Week
    - Weekend of First Communion
    - Weekend of Bacculaureate Mass
  
    - All Saints Day
    - Third and Fourth Sundays of Advent
    - Christmas Eve
    - Christmas Day
  - (b) Events scheduled prior to or after the set aside dates or a Parish event may not use facility or kitchen resources if such use will interfere with or impede use for a Parish event.
2. Parishioner Events – events hosted by or on behalf of parish members or their immediate family members but not sponsored by the Parish. Parishioner priority events include family life occasions such as weddings, graduations, anniversaries, or retirements. Parishioners may reserve facilities for social or community activities at the discretion of the Pastor or his designee.
  - (a) Parishioners are persons who are registered as parish members, and participate in the parish for at least six months. The Parish Pastor or his designee(s) will make all determinations of parishioner eligibility.
  - (b) Immediate family members are parents or children.
3. Non-Parish Events – events not related to the Parish or Parishioner family life. On a limited basis and at additional cost, non-parishioners may reserve facilities for social, work-related or community events depending on availability and satisfaction of other

criteria as determined by the Pastor or his designee(s).

- (a) No more than three weekends a month may be scheduled for non-parish events even if no Parish or Parishioner events are scheduled.
- (b) Parishioners may reserve facilities for work-related events at the same additional cost for non-parishioner events.

### ***Facility Scheduling and Use***

1. Dates may be reserved only upon approval of the Pastor or his designee(s). To obtain approval, reserving individuals must submit a description of the event, names and contact information for caterers and contractors, expected number of participants, and other necessary information. An event is not confirmed or approved until it is recorded on the Church facilities and events calendar.
2. The Church Secretary will be responsible for maintaining the facilities and events calendar and resolving any scheduling conflicts.
3. To ensure the full enjoyment by all of the facilities, and to maintain them in a clean and orderly manner, event hosts and guests agree to comply with all rules established by All Saints Church. Failure to comply with these rules and to meet expectations for restoring property, furnishings and equipment to condition prior to use will result in withholding of security deposit or other actions to recover losses incurred.
4. The maximum occupancy permitted for banquet seating in the hall is 300 persons. Up to 400 persons may be permitted for other seating arrangements as approved by the Pastor or his designee.
5. The facilities may not be reserved for purposes related to politics, non-parish fund raising, or for-profit enterprises; or activities contrary to Catholic teaching including civil marriage ceremonies, except under special circumstances which can be reviewed by the pastor for approval.

### **Proviso**

While every effort will be made to reserve facilities for the dates and times requested, All Saints Church cannot guarantee its availability in the event of emergencies, building or equipment failures, or other situations or circumstances.

### ***Events Rules and Responsibilities***

The Administrative Council will establish appropriate rules and responsibilities concerning the use of the hall, furnishings, and equipment, and their maintenance and security. These rules and responsibilities will be provided to individuals and groups reserving the hall. Failure to comply with all applicable rules, or diligently perform relevant responsibilities, will result in canceling or terminating the event, withholding of deposits, and/or further assessments.

### ***Fees and Deposits***

1. Parish Events – generally, no fees or deposits will be assessed for hall or facility use.
  - (a) Sponsored events that are primarily social in nature may require a nominal



security of persons and property;

- Contacting police, fire, or medical responders in the event of an emergency; and
  - Assessing condition of church property before and after assigned events, and advising Pastor or his designee(s) of the condition of church property following an event to facilitate proper disposition of security deposits and determinations of other assessments.
3. Hall Stewards are not expected to perform cleaning and maintenance activities for an event. Such tasks are the responsibility of the individual or group event hosts.
  4. A Hall Steward has complete authority to close down an event and order an evacuation of the facilities if in his/her judgment the safety or security of individuals in attendance or church property is at risk.
  5. Hall Stewards will be paid for their services in accordance with a schedule adopted by the Pastoral Council. Stewards are not permitted to accept gifts or gratuities from individuals or groups hosting events.

### ***Hall Hours of Operation***

Hall hours of operation are established by the Pastor. The Pastor or his designee(s) must approve set-up, start and ending times for all events. Events must conclude no later than midnight. Hall clean-up must be conducted within a reasonable amount of time immediately after the conclusion of the event.

### ***Alcoholic Beverages***

1. Parish Events – Alcoholic beverages may be provided at selected Parish events only as approved by the Pastor or his designee(s).
  - (a) Event organizers are responsible for ensuring the distribution and consumption of alcohol is in compliance with applicable state and local regulations and church rules.
  - (b) Event organizers must receive approval from the Pastor or his designee(s) to charge for alcohol, and obtain the appropriate license from the Liquor Control Commission.
2. Parishioner and Non-Parishioner Events – distribution and consumption of alcohol may be allowed only in accordance with applicable state and local laws and regulations. In addition, alcoholic beverages may be offered only in accordance with the rules and standards approved by the Administrative Council. These include:
  - (a) Event organizers and contracted caterers must ensure:
    - Responsible distribution and use of alcohol;
    - Distribution is limited only to persons of legal age;
    - An appropriate number of individuals are designated drivers and are not served alcohol; and
    - Non-alcoholic beverages and water are also made available.

- (b) Alcohol may only be dispensed by responsible adults who are designated servers and approved by the Pastor or his designee(s) prior to the event.
- (c) Alcohol may only be dispensed by the glass; i.e., wine carafes or beer pitchers are not permitted.
- (d) Alcohol may be brought into the hall and facilities only by the reserving parishioners or their caterers, i.e., “bring your own” is not allowed.
- (e) A “cash bar” or charging for drinks is only permitted when the necessary Michigan Liquor Control Commission permit has been secured and is properly displayed, and additional events insurance if required is obtained. Otherwise, alcohol is to be available only on a “guest-host” basis.
- (f) Event organizers and caterers assume all responsibility, risk, and liability associated with serving alcohol.