



CHRIST THE KING CATHOLIC CHURCH

4291 Evergreen Parkway + Evergreen, CO 80439

Phone::303-674-3155 + Fax::303-674-3285

www.ctkevergreen.com

SAINT FRANCIS HALL USAGE POLICIES

Section 1: Basic Policies

1. USE/BOOKING

- a. Use allowed only for registered, active and contributing parishioners (or their immediate families) or loosely-affiliated parishioners with permission of the Pastor.
- b. Christ the King programs have priority in scheduling use of space (although a Christ the King program may not “bump” a reservation already made by another entity).
- c. No events can take place during scheduled Masses unless otherwise approved by Pastor.
 - i. Regularly scheduled Masses are as follows:
 1. 8:30am (Weekdays)
 2. 5:30pm (Saturday)
 3. 7:30am, 9:00am, 11:00am (Sundays)
 4. 7:00pm (Holy Days of Obligation)
- d. Curfew is 10:00pm, however cleanout can be completed up until 11:00pm with permission.
- e. Requests must be made in writing to the Pastor at least two weeks in advance to reserve space.
- f. Space is not considered ‘booked’ until all compulsory agreements are signed and \$500 refundable damage/cleaning deposit is made.
- g. Cancellations less than 60 days before event forfeit deposit.

2. BASIC POLICIES

- a. Christ the King provides on-site coordinator. This coordinator has ultimate authority on decorations, music volume, alcohol consumption, etc.
- b. All decisions regarding final damage deposit and clean-up are made by on-site coordinator and parish staff and are final.
- c. Christ the King is not responsible for lost or stolen items.
- d. All trash must be placed in the dumpster behind St. Francis Hall. If the dumpster is full, trash must be removed off site.

3. ALCOHOL/SMOKING

- a. Beer, wine and champagne can only be served if renter has filled out the ‘Consent for Alcohol Consumption’ Addendum and paid the insurance fee of \$100.
- b. Hard liquor cannot be served under any circumstances.
- c. If alcohol is brought onsite, it must be removed IMMEDIATELY after reception.
- d. Bar service must be shut down one hour before clean-up and empty time.
- e. Designated bartenders must be used and assume responsibility for over-serving.
- f. Kegs are not permitted inside because of damage to floors.
- g. There is no smoking on the premises.

4. NON-PERMITTED ITEMS:

- a. Tape, staples, nails or any other fastening devices on walls
- b. Fog, bubbles, and bubble machines
- c. Confetti or glitter
- d. Permanent markers on white boards
- e. Unattended candles or other live flame apparatus
 - i. Candles are permitted if there is sufficient protection from wax.
- f. Flames or fireworks/sparklers outdoors
- g. Food in unspecified areas
- h. Pets
- i. Unsupervised children
- j. Alcohol consumption without completion of ‘Consent for Alcohol Consumption’ Addendum
- k. Moving of chairs or tables from room to room
- l. Kegs or other hard/heavy objects placed directly on hall floor



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Initial (Section 1)

COORDINATOR

Section 2: Vendors

1. LIST OF VENDORS
 - a. Renter must provide parish with names and contact info for ALL vendors at least two weeks prior to event. This includes but is not limited to caterers, musicians, liquor stores, etc.
2. TIMING
 - a. Vendors (other than caterers) are allowed to begin setup no more than two hours before event.
 - b. Caterers can begin prep no more than four hours before event.
 - c. All vendors must be cleaned up and out of the building no later than one hour after completion of event.
3. CATERING
 - a. Outside catering is allowed; refrigerator and freezer available, but must be emptied at end of event and left in clean condition.
 - b. Kitchen must be cleaned entirely after event. This includes but is not limited to:
 - i. Floors swept (mopped if necessary).
 - ii. Steam table, islands and sinks drained and cleaned.
 - iii. Walls behind griddle wiped down (if griddle is used).
 - iv. All trash must be removed.
 - c. The parish's dishes are not to be used unless permission is granted in writing by Pastor.
 - i. If dishes are used, they must be cleaned and put away.
 - d. Barbeque grills and gas cooking devices may only be used on the concrete patio outside the parish hall/kitchen. If grease or any other fluid is left on concrete and stains, there will be a minimum of \$75 deducted from damage/cleaning deposit.
 - i. If caterer uses parish grill, they must provide propane.
 - e. Parish coffee urns may be used, but caterer must bring own coffee, cream and sugar.
 - f. No cardboard chafing dishes or oil lamps.
 - g. Parish has ice machine, but cannot guarantee the amount of ice available for any given event.
 - h. If your caterer requires a walkthrough to see available equipment, they must arrange to visit during regular business hours (M-F, 9:00am-4:00pm).
4. MUSIC
 - a. Live bands and DJ's must make every effort to protect floors from speakers, amps, drum kits, music stands, etc.
 - b. Music must be shut down one hour before clean-up and empty time.
 - c. DJ's can choose to plug into parish sounds system, but assumes liability for overloading system.
 - d. Parish can also provide an iPod dock to plug into.
 - e. On-site facilitator is responsible for ensuring music volume stays at a reasonable level.

Initial (Section 2)

COORDINATOR



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Section 3: Set-Up/Take-down

1. SET-UP
 - f. Staff will have room set up to your specifications (see attached sheet) prior to event
 - g. Please submit request in writing no later than ten (10) days prior to event. This includes, but isn't limited to: A/V equipment, tables and chairs.
 - h. If tables/chairs need to be moved AFTER original set-up it is the renter's responsibility.
 - i. Lift all tables to move. Do not drag across floor.
2. TIMING
 - a. Vendors are allowed to begin setup no more than two hours before event.
3. TAKE-DOWN
 - a. Clean-out should be completed no more than one hour after completion of event.
 - b. Hall and kitchen must be cleaned entirely after event. This includes sweeping floors and removing trash.
 - c. Facility should be left in as good or better condition than you find it.
 - d. If you set it up, you take it down, if we set it up, we take it down.
 - e. If parish linens are used, please place them by the main hall entrance (from the inside).

Initial (Section 3)

COORDINATOR

Section 4: Fees

1. FEE STRUCTURE
 - a. Use of St. Francis Hall is available as follows:
 - i. At the cost of \$500 plus a refundable \$500 damage/cleaning deposit for events of less than 100 people **for active and contributing parishioners.**
 - ii. At the cost of \$750 plus a refundable \$500 damage/cleaning deposit for events of 100 or more people **for active and contributing parishioners.**
 - iii. At the cost of \$2,000 plus a refundable \$500 damage/cleaning deposit for people **loosely-affiliated parishioners and special exemption groups.**
 - b. Damage deposit will be returned/processed within 14 days of event completion.
4. OTHER FEES
 - a. All weddings must use on-site coordinator at a cost of \$200 (payable directly to coordinator).
 - b. If alcohol is served, you must sign the 'Consent for Alcohol Consumption' Addendum and pay a \$100 insurance fee.
 - c. Table cloths may be rented for \$5 per cloth.
 - d. St. Francis Hall is only considered reserved after approval of Pastor, notation on master calendar in the main office, and receipt of damage/cleaning deposit. Half of rental fee is due thirty (30) days before event. Balance due (as well as extra costs) seven (7) days in advance of event.
 - e. All checks (except check to on-site coordinator) should be made payable to **Christ the King.**

Initial (Section 4)

COORDINATOR



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Signed:

Coordinator

Witness

Date