

**BLESSED SACRAMENT PARISH FACILITIES GUIDELINES FOR USE OF  
PARISH GYM, SOCIAL HALL & KITCHEN  
(Non Parish Events)**

Special Event Insurance must be purchased from Michigan Catholic Conference. The current cost is \$100. The Facilities Scheduler has the appropriate forms.

The following rental fees apply (to cover the maintenance and utility costs):

\$25/hour (minimum of 2 hours, maximum of 5 hours) for Social Hall & Kitchen

\$35/hour (minimum of 2 hours, maximum of 5 hours) for Social Hall, Gym & Kitchen

The use of liquor is limited to beer, wine and/or a spiked punch and must be carefully monitored.

Particular set ups for chairs, tables, and other equipment may be requested. Insofar as possible, maintenance staff will honor requests if they are made two weeks before the event. Make requests to the Facilities Scheduler.

Groups may also use the dishes, coffee makers, pots and other kitchen equipment. Tablecloths are available for functions in the social hall or gym. Towels and tablecloths should be laundered and returned in two days.

Set-up and decorating should take place during the hours when the building is normally open. Rental fees do not apply to the set-up and decorating times.

No items are allowed to be hung from the ceiling in any room or from the sprinkler heads. Doing so may cause damage to the ceiling or may trigger the sprinkler system.

Groups are expected to clean up after themselves, i.e., leave the room as they found it. Tables and chairs should be left neatly for the maintenance staff to put away. Trash should be put in wastebaskets. Maintenance staff will vacuum or mop floors as needed and will put away any special equipment.

Weekend evening events should vacate the building by midnight.

**MICHIGAN CATHOLIC CONFERENCE GUIDELINES ON LIQUOR**

BYOB functions are not allowed.

Liquor must be dispensed by a licensed bartender or an individual who has had sufficient training in serving drinks and is able to identify the signs of an intoxicated person.

The bartender must not be allowed to drink alcoholic beverages.

Liquor should never be served to an individual who is under the legal drinking age of 21.

Selected, responsible adults must monitor drinking activities and make sure that minors are not consuming alcoholic beverages.

Alcoholic beverages must not leave the room.

Make sure plenty of non-alcoholic beverages are available.

Have plenty of food to eat, such as high-protein foods rather than sweet or salty foods. Push the snacks, not the alcohol.

Bring out coffee early in the evening. The bar should be shut down at least one hour before the end of the event.

Safe transportation should be promoted by providing transportation alternatives to driving for an intoxicated individual.