

Diocese of St. Petersburg
Guide to Policies Governing Use of Parish Halls & Other Diocesan Facilities

The intended purpose of these guidelines are to ensure that all entities of the Diocese of St. Petersburg are consistent in the leasing of the buildings and facilities owned by the diocese. These guidelines are to assist in the safety and risk management of the use of the facility for both our visitors and our ministries.

Lease Agreements

All outside visitors and groups must complete the Diocesan Lease Agreement. Entity may attach Rules and Guidelines to be signed in addition to the Diocesan Lease Agreement.

Outside Visitor/Lessee

- Diocesan Lease Agreement should be signed. No entity should alter the Diocesan Lease Agreement. This agreement has be diocesan legal council approved. It also contains the necessary legal verbiage regarding safe environment.
- Attached are Entity Rules – guidelines that may be adapted and attached to the Diocesan Lease Agreement.

Diocesan Alcohol Policy

Diocesan Alcohol Policy should be reviewed with any potential lessee, ministry or group that wishes to serve alcohol.

NOTE: There is NO BYOB (alcohol brought in by guests) or self-serve on diocesan property by either parish or outside groups because there is no control over the consumption of the alcohol. This includes placing alcoholic beverages on a dinner table for self-pour.

Alcohol may be served on diocesan property as follows:

- Host – The diocese has host liability coverage only for parish ministry events. Alcohol must be distributed by a person approved by the Pastor.

Host = Alcohol is given to the attendees of the function. A person needs to be able to walk up and ask for a drink and receive it without having to give anything in turn. (See paragraph below regarding Florida Statutes 561.01).
- Selling Alcohol – A Florida liquor license is required for the sale of any alcohol. If you are selling alcohol a liquor liability application must be completed for both parish sponsored and outside events.
- Florida Statutes 561.01
 - (9) “Sale” and “sell” mean any transfer of an alcoholic beverage for a consideration, any gift of an alcoholic beverage in connection with, or as a part of, a transfer of property other than an alcoholic beverage for a consideration, or the serving of an alcoholic beverage by a club licensed under the Beverage Law.
 - The law states that if there is any “consideration” given for the liquor a license is required. Consideration meaning that there is a monetary consideration in any form in exchange for the alcohol. For example:
 - If you sell tickets to the event that state they include a drink or 1 free drink
 - If you sell tickets that are used in exchange for a drink
 - If you post a tip jar and it is labeled in connection with the alcohol.
 - If you post a suggested donation for drinks.

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Special Events & Insurance

Parish Sponsored Events

The diocese holds liability insurance for all Parish sponsored events.

- Parish sponsored events including Festival & Carnivals must obtain Special Event Insurance.
 - Parish Sponsored Event - When Special Event Insurance is purchased the SE insurance premium will be reduced to \$100 per event, claims will have a zero deductible.
 - Liquor liability insurance must be purchased with the sale of alcohol
- Non – Parish Sponsored Events
 - Lessee provides a Certificate of Insurance of their private insurance with \$1,000,000 in liability coverage naming the Bishop and diocese as an additional insured.
 - Lessee may purchase Special Event insurance by completing a Special Event Insurance Application and paying the appropriate premium cost. Premiums are payable to the DOSP Insurance Funds Trust. Please mail all applications directly to the attention of the Insurance Office and allow 2 weeks to process.

Rules & Guidelines – Distribute to the following:

- Non Parish sponsored groups may be attached to the Diocesan Lease Agreement
- A ministry or group of the parish
 - Should list a person/leader responsible for the ministry/group
 - Should list times and location of meetings.
 - Access to the property and facility outside of the listed times needs prior approval from the entity office. (The person responsible for the facility use should be contacted).
 - Agreement should be for a specific length of time not to exceed one year.
 - It is recommended that a parish ministry meeting be held yearly to review the guidelines for facility use. All ministry leaders or designee should attend. This time should be used to review rules, calendar requests and safe environment updates. Catholic Cares Safety Guidelines for parish Hall usage should be reviewed.
 - Parish may edit the sample parish facility rules and guidelines provided by the diocese.

The main purpose of all diocesan owned buildings is to promote the mission of the parish and church. Focus should never be lost from that. Buildings should always maintain their Catholic identity.

Long Term Leasing

The long term leasing of a Diocesan building, (for example to a charter school), and any requests for a lease other than the standard lease, must be approved by diocesan counsel and approved by the Bishop's Office. Notification should be made to the Insurance & Risk Mgt. Office. All outside groups for long term leases must provide their own property, and worker's compensation insurance, and liability coverage in the amount of \$1,000,000 per occurrence, with all coverages naming the Bishop and the DOSP as additional insured. The policy must have a deductible of \$10,000 or less.