



DIOCESE OF AMARILLO

PARISH and SCHOOL FACILITIES POLICY

This policy covers the use of diocesan facilities by parish and non-parish organizations.

1. If an event is not PARISH or SCHOOL SPONSORED, it is considered to be sponsored by a non-parish organization. Even though many of its members may be members of the parish, an individual parish family is considered to be a non-parish organization. The various KNIGHTS OF COLUMBUS councils are each considered to be a non-parish organization.
2. All functions of any kind sponsored by a non-parish organization, wherein it is intended and represented that beer and/or wine will be served or consumed, will require an application for approval from the pastor/administrator. The pastor/administrator may or may not approve the event. He “may condition” his approval upon the requirement that the sponsoring individual or organization provide bartenders, security guards and/or other reasonable requirements.
3. No guns/weapons are allowed on any diocesan property (i.e.: parish/school, student center, etc.) for any type of function unless carried by policemen or sheriff deputies. Security guards may carry night sticks, but no guns.
4. For all approved, non-parish/school sponsored events (*whether or not food, beer and/or wine are being served*), the sponsor must provide a **Certificate of Liability Insurance** naming the parish and the **DIOCESE OF AMARILLO** as additional insured with a minimum of \$1,000,000 per event for Bodily Injury, Property Damage, *and if applicable*, Host Liquor Liability. This certificate may be via any reputable insurance carrier or the coverage may be purchased via the diocese’s **Special Events Insurance** product. The **Certificate of Liability Insurance** or an application and premium to purchase the diocese’s **Special Events Insurance** must be delivered to the **Parish Office** prior to the scheduled event.
5. No alcoholic beverage(s) may be sold at any event (*parish or non-parish sponsored*) unless the sponsor has a current **Texas Liquor License** and proof of **Liquor Liability Insurance** before the event begins.
6. When an event is being held (such as a Valentine’s dinner/dance or Marti Gras party, etc) where the guests pay a fee for the event the sponsor (parish/school/individual, etc.) must have a current **Texas Liquor License** for that event.



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7. No "BYOB" (*Bring Your Own Bottle*) Events can be held on diocesan property. The sponsor must have some control over the consumption of any type of alcoholic beverage being consumed at the event.
8. Notwithstanding anything to the contrary, as per diocesan policy: **ONLY BEER AND/OR WINE** may be served by a sponsoring organization or individual. If beer and/or wine are being served/consumed at the event, the sponsor must provide *proof of host liquor liability insurance* naming the parish/school and the **DIocese OF AMARILLO** as additional insured.
9. If an event is being sponsored by the diocese, parish/school, or another diocesan institution, beer, wine, *and/or liquor* may be served. At these types of events, the parish/school or diocesan institution has the responsibility to appoint bartenders and monitors. They may be volunteers or members of the parish/school. The bartenders shall control the alcoholic beverages being dispensed and consumed. All bartenders must be instructed to refuse to serve alcoholic beverages to any person they believe has consumed enough liquor to become intoxicated. Monitors should watch the guests: Be sure no one leaves the event drunk; and then tries to operate a motor vehicle. Call them a cab or assign someone to drive them home instead.
10. No one under the age of 21 may consume any type of alcoholic beverage on parish/school property. As per Texas law, no one under the age of 21 can be served any type of alcoholic beverage.
11. The parish pastor/administrator has the right to add further restrictions to these diocesan requirements if he deems fit in a particular circumstance. He may not, however, dispense from any requirement in this diocesan policy.
12. Although it is not required, it is a good idea to have a **Rental Agreement** covering the use of parish facilities by non-parish/school c organizations or individuals. These agreements can contain the terms of this policy as well as local concerns like responsibility for clean-up, hours of use, etc.

January 23, 2012
Date

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Bishop of Amarillo