



504 OAK STREET
P.O. BOX 774198
STEAMBOAT SPRINGS, CO 80477

HOLY NAME CATHOLIC PARISH
STEAMBOAT SPRINGS, COLORADO

970-879-0671
FAX: 970-879-7406
HOLYNAME@CATHOLICSTEAMBOAT.ORG

Facility Usage Information
Revised 4.3.24

Welcome!

We are glad you have inquired about using our beautiful, new Enrichment Center for your event. Please read through and familiarize yourself with this information sheet and the attached license agreement. Our staff is available to answer any questions you may have. We look forward to working with you.

Sincerely,
The Staff & Clergy of Holy Name Catholic Church

DESCRIPTION & USE OF FACILITY:

The Enrichment Center is composed of 2 primary spaces; the larger Parish Hall with a commercial kitchen and the smaller Faith Life Center with a residential style kitchen. Currently, the facility is available for weddings, rehearsal dinners, quinceañeras, & funeral receptions that are accompanied by a Mass or service at Holy Name Catholic Church. Additionally, parishioners may request to use the facility for other events and will be approved on an individual basis by the pastor.

PRIORITY & TIMING OF EVENTS:

Church sponsored events are given priority for use of the facility, followed by parishioners' requests on a first come, first served basis. The facility is available to rent during normal hours of operation, 9am-9pm. However, the facility is not available for use during regularly scheduled Mass times.

USE FEES & DEPOSITS:

The Damage Deposit of \$500 and the License Charge of \$250 must be paid in advance, at the time of request approval, and is subject to the terms in the license agreement. A minimum of a 3-hour rental will be charged. Reservations are considered "pending" until all rental conditions are met. The license charge is used to defray parish costs associated with the reservation, including but not limited to professional cleaning services and additional staffing resources. A parishioner is someone who is an active and contributing member of Holy Name Parish.

Rate Category	Faith Life Center	Parish Hall	Entire Facility	Commercial Kitchen
Recommended Capacity	50	250	300	n/a
Parishioner	\$100/hour	\$150/hour	\$200/hour	+\$100
Guest	\$150/hour	\$200/hour	\$250/hour	+\$150
Commercial	\$200/hour	\$250/hour	\$300/hour	+\$275

Rates subject to change without notice.

EQUIPMENT INCLUDED WITH RENTAL COST:

Tables, chairs, white tablecloths, A/V equipment, wireless internet, restrooms, podium. Use of the residential kitchen including appliances & contents are included with rental of Faith Life Center. A staff member will work with you to discuss the details of your event setup.

SET UP & CLEAN UP:

Reservation must include time needed for basic set up & cleanup for the event. If licensee requires an early setup/ later cleanup which renders the room unavailable to others, the licensee is charged for that time. Licensee assumes full responsibility for any specialized set up, take down, and cleanup of space reserved. No decorations or items may be hung from the ceiling. No tape or tacks may be used on painted surfaces or floors. 3M Command Strips may be used. No helium balloons.

Licensee will leave the areas used in a clean and orderly fashion. If kitchen areas are used, do not leave any leftover food or beverages. Be certain all appliances are cleaned and properly shut off. Counters must be wiped clean and floors swept. Any dishes, silverware, pots & pans, etc. that are used must be cleaned and put away in their proper place.

Any excessive untidiness or damage to furnishings or facility will result in deposit being forfeited.

INSURANCE:

Licensee must provide a certificate of insurance to Holy Name CC. See Sect. 5 of the Facility Usage License Agreement for details. Licensee may also purchase one-time use insurance coverage through Gather Guard, www.gatherguard.com.

ALCOHOL:

If alcohol is served, all policies in the attached license agreement must be complied with. Of particular note is the Certificate of Liability Insurance, see agreement for details.

SURVEILLANCE CAMERAS:

Please be aware monitoring devices have been installed in the common areas throughout the entire facility, excluding the bathrooms. Video monitoring devices are in use 24 hours a day in an effort to prevent vandalism and damage to the property and to monitor the conduct of persons who may cause such damage and destruction.

OTHER CONSIDERATIONS:

Unlawful activity shall not be permitted on any Holy Name Catholic Church properties. Smoking is not permitted.

The number of people attending stated on the Facility Usage Agreement may not be exceeded.

I have read and agree to the conditions stated in this document.

Licensee

Date

Parish Representative

Date



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

FACILITY USAGE LICENSE AGREEMENT

Return Completed Form to Parish/School/Ecclesiastical Organization

1. General Information

Parish/School/Organization ("Licensor"): _____
(Licensor is understood to include the Archdiocese of Denver)

Location and brief description of the land and/or building(s) to be used (the Property)". If only certain areas of the Property may be used, description of those areas: _____

Name, address and phone number of person or organization that will use the Property ("Licensee"):

Number of people attending: _____

Activity for which the Property will be used (the "Activity"): _____

Furniture, equipment and supplies of Licensor which may be used in conjunction with the Activity: _____

Party (Licensee or Licensor) responsible for clean-up of the Property after the Activity: _____

Date and beginning and ending times that Property will be used (the "License Period"): _____

2. Grant of License

The Licensor hereby consents to entry upon the Property by Licensee for the purpose of engaging in the Activity during the License Period.

3. Scope of License

a. This license does not permit entry into any areas not described above, and expressly prohibits entry into the following areas: _____

b. This license is solely and exclusively for the purpose of engaging in the Activity. Licensee may conduct activities reasonably incidental to the Activity, provided that Licensee shall not: alter or destroy any foliage on the Property (except as may be stated in the Activity); alter or destroy any furniture, fixtures, equipment or supplies of Licensor; alter or destroy any improvements on the Property, or the Property itself; improve the Property; or in any other way alter the condition of the Property such that the alteration may remain after the expiration of the License Period. The Property must be restored by the end of the License Period to the condition in which it existed immediately before the commencement of the License Period, except to the extent of any clean-up for which Licensor is responsible.

c. Licensee may be accompanied by members or guests numbering no more than the "number of people attending" stated above.

d. This license is revocable by Licensor at any time, with or without notice.

e. This license neither constitutes nor accompanies an interest in the Property.

f. This license is not assignable in whole or in any part.

4. Charges and Deposits

a. In consideration of the grant of this license, Licensee agrees to pay to Licensor a License Charge. The License Charge shall be \$_____, which shall be paid in advance, and shall not be refundable.

b. Without affecting the rights and responsibilities of the parties hereto contained in any other provision of this license, it is hereby agreed that _____
[Licensor or Licensee] shall be responsible for clean-up of all parts of the Property used by Licensee pursuant to this license, except that _____ [Licensor or Licensee]
shall be responsible for cleanup of _____.
[room or part of Property to be cleaned by party not responsible for general clean-up]

i. Any clean-up for which Licensee is responsible shall be completed during the License Period. To the extent that Licensee is responsible for clean-up, any uncleanness which remains beyond the License Period shall be deemed to be damage, covered by Paragraph 4.c. below. Any uncleanness which remains beyond the license Period, and which Licensor determines in its sole discretion cannot be cleaned by ordinary means, shall be deemed to be damage, covered by paragraph 4.c. below.

ii. In consideration for Licensor's responsibility, if any, for clean-up, Licensee hereby agrees to pay to Licensor a Clean-up Charge. The Clean-up Charge shall be \$_____, which shall be paid in advance and shall not be refundable.

c. Licensee hereby agrees to submit to Licensor, in advance, a Damage Deposit in the amount of \$_____, as security for the occurrence of any damages described in Paragraph 5.a below.

i. Except as provided below, Licensor shall refund the Damage Deposit to Licensee within 10 business days of the conclusion of the License Period.

ii. Upon the occurrence of any damages described in Paragraph 5.a., Licensor shall be permitted to use all or part of the Damage Deposit in an amount Licensor deems to be necessary for repair of the damages or replacement of the items(s) damaged.

iii. Licensors refund of the Damage Deposit shall not be construed as an assertion by Licensor that damages described in Paragraph 5.a. have not occurred and shall not limit Licensor's rights or remedies under this license, or under any provision of law.

iv. Licensors use of the Damage Deposit as provided above shall not limit Licensor's rights or remedies under this license, or under any provision of law.

5. Release

a. The above-named LICENSEE agrees to defend, protect, indemnify and hold harmless the above-named LICENSOR against and from all claims arising from the negligence or fault of the above-named LICENSEE or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified ACTIVITY at the above-named PROPERTY.

b. LICENSEE agrees to provide a certificate of insurance to the LICENSOR, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. LICENSEE also agrees to have the LICENSOR named as an "Additional Insured" on its general liability policy for the LICENSE PERIOD in relationship to the ACTIVITY for claims which arise out of LICENSEE'S operations or are brought against the LICENSOR by LICENSEE'S employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. LICENSEE also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the LICENSOR.

c. If and only if LICENSEE fails to comply with the above (second) paragraph, then the above-named LICENSEE agrees to protect, defend, hold harmless and fully indemnify the above-named LICENSOR for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified LICENSE PERIOD that is brought against the LICENSOR by the above-named LICENSEE or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the LICENSOR, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

6. Compliance with Law

Licensee and its members and guests shall comply with all applicable local, state and federal laws during use of the Property.

7. Alcoholic Beverages

Possession or consumption of alcoholic beverages on the Property is prohibited unless a signed Consent for Consumption of Alcohol Addendum has been executed and attached to this agreement.

Dated this _____ day of _____, _____.

LICENSOR

LICENSEE

By: _____
Authorized Agent

By: _____
Authorized Agent



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

CONSENT FOR CONSUMPTION OF ALCOHOL ADDENDUM

Return Completed Form to Parish/School/Ecclesiastical Organization

This Consent contains terms defined in the License Agreement between

_____, the Archdiocese of Denver ("Licensor"),
[Parish/School/Organization]

and _____ ("Licensee")
[Name Of Person Or Organization That Will Use The Property]

dated the _____ day of _____, _____. (the "License Agreement"). Such terms have the same definitions for the purposes of this Consent that they have in the License Agreement.

Licensor hereby consents to the consumption of alcohol on the Property during the time period stated in the License agreement by those individuals entering the Property pursuant to the License Agreement who are not visibly intoxicated, who are at least 21 years old, and who are not habitual drunks.

This Consent is expressly conditioned upon strict adherence by the Licensee and all members, guests, invitees and licensees of Licensee to Licensor's Liquor Liability Rules and Regulations (attached). Failure to fulfill this condition shall nullify this Consent and shall be deemed a material breach of the License Agreement.

The Consent is valid only if paragraph (5.b.) of the License Agreement is complied with.

Licensee understands and acknowledges that Colorado law prohibits the sale of alcoholic beverages without a license to do so. Licensee agrees that there will be no charge for any alcoholic beverages to be served and agrees that any admission charge will be the same for all attending, without regard to whether they consume any alcoholic beverages. Further, Licensee agrees that no alcoholic beverages will be served to any visibly intoxicated person, any person who is under the age of 21, or any habitual drunk.

Name of Bartender: _____

Dated this _____ day of _____, _____.

LICENSOR

By: _____
Authorized Agent (Print Name)

LICENSEE

By: _____
Authorized Agent (Print Name)