

Policy No: 504

Policy: Facilities Use – Bar

Date: October 1, 2017

Bar and the Use of Alcohol:

The use of alcohol is governed by the laws of the State of Delaware and the Alcoholic Beverage Control Commissioner, Department of Safety and Homeland Security. St. John the Beloved holds a license from this agency and will abide with its licensing requirements.

If there is an event where alcohol is served, a non-alcohol consuming bartender is required for dispensing alcohol. Any organization violating this section will have all privileges revoked and individuals reported to the State.

Organizations holding certain special events such as the carnival are required to obtain a temporary event-specific license from the State. A copy of that license must be provided to the Parish Administrator in advance of the event.

Copies of all required licenses and/or permits will be posted in the bar in a location visible to the public.

No one under the age of twenty-one is to be allowed in the bar at any time for any reason.

No one under the age of twenty-one is to be served alcohol or to be allowed to handle alcohol products. This includes under age volunteers who may assist at events by setting up before or cleaning up after events, serving meals, etc.

The presence or consumption of alcohol in the kitchen is strictly prohibited when the kitchen is in use.

The serving from, or consumption of alcohol in, the bar is limited to the hours of the event for which the bar is being used.

Alcohol may not be stored anywhere in the hall other than in the bar. Empty kegs may be temporarily stored in the kitchen to facilitate ease of return to the responsible vendor/supplier.

The acquisition of alcohol products is the sole responsibility of the individual or organization sponsoring an event at which alcohol is served. The parish will process vendor invoices for alcohol products and charge the individual or organization that ordered the product but the parish will not order alcohol for those responsible for organizing an event.

The parish will provide refills for the carbon dioxide cylinders as needed as well as ice and the plastic pitchers used to serve beer. Event organizers are responsible for purchasing all other needed supplies such as drinking cups, napkins and other disposable supplies. Any supplies left in the bar after a use or event will be considered common use supplies available for use by any subsequent users of the bar.

The parish must be notified in advance of any equipment or supplies ordered by any individual or organization in order to ensure there is sufficient storage space for the ordered items. The parish reserves the right to limit order sizes and to refuse acceptance of any items at any time where advance notice has not been provided to and approval obtained from the parish.

The soda fountain beverage system in the bar has been discontinued. It is the event organizers' responsibility to purchase whatever sodas and bottled water that may be needed for the event.

For safety reasons, all beverages are to be served in plastic containers. The use of glass pitchers, glasses, bottles and other glass containers is prohibited.

Organizers of an event are responsible for the removal of small containers of alcohol (e.g. boxes or bottles of wine; cans, bottles or cases of beer or liquor, etc.) that remain unused at the end of the event for which they were ordered. Kegs that are not completely empty are to remain in the kegerator for use by other organizations sponsoring later events.

Restrictions:

1. Minors (under the age of 18) are not to be allowed in the bar at any time for any reason.
2. The consumption of alcoholic beverages is prohibited in the kitchen when the kitchen is in use.
3. Anyone impaired by drugs or alcohol is prohibited from entering the bar.
4. The use of any tobacco products (including vapor or electronic units) is prohibited in the kitchen at all times.

The parish reserves the right to restrict access to the bar to any individual or group at any time for any reason.

Security:

The bar is to be locked and the steel curtain is to be kept closed whenever the bar is not in use.

Keys:

Keys to the bar are the property of the parish. The duplication of any such keys is strictly prohibited.

For safety, security and insurance reasons, the parish will not issue individual or “personal” keys to the bar.

Those wishing to use the bar must obtain the appropriate keys by signing out a set at the parish office during office hours. The key sets are not all the same. It is the individual signing out the keys’ responsibility to make sure the correct set is obtained. Keys may not be kept overnight without approval from the parish office. They must be returned at the end of each use or event. If the parish office is open, the individual must bring the keys in and give them to the receptionist. If the office is not open, the keys should be returned through the mail slot in the office door.

Keys should not be transferred from one person to another, as the individual who signs out the key is the one solely responsible for its use and return.

Cleaning:

Any organization or individual that uses the bar is required to clean it as soon as the event ends. This includes disposing of unused alcohol (partial kegs excepted), wiping down all surfaces, turning off all lights and equipment (except the kegerator, which should remain on), emptying the trash and wet mopping the floor. Clean up must be documented using the *Kitchen/Bar Checklist*.

Copies of the KBC will be made available by the parish and posted in the bar. The KBC is to be completed by the responsible organization at the end of each use or event and returned to the parish office. If the office is closed, the KBC must be placed in the mail slot on the office door.

Regardless of the condition of the bar at the beginning of any use or event, the individual or organization that uses the bar is responsible for cleaning the bar at the end of their event and submitting the KBC as required.

Maintenance:

Repair and replacement of equipment is a responsibility shared between the parish and those who use the equipment.

The parish will be responsible for the maintenance and repair of all bar equipment owned by the parish, including but not limited to, sinks, kegerator, cabinetry and other durable equipment where normal wear and tear make such maintenance and repair necessary.

Organizations and individuals who use the bar will be responsible for the cost of repairs and replacement of equipment where misuse, negligence, failure to observe safety rules, failure to follow operating instructions or other reasons attributable to the user necessitate such repairs or replacement.

While the parish will make every reasonable attempt to identify and address repair needs, it is the responsibility of any person using the bar to promptly notify the parish's Facilities Manager of any item that needs cleaning or repair or that may represent a safety hazard to those using that item.

Building Modifications:

No equipment may be added to, removed from, or modified in any way by any individual or organization without the express written permission of the parish's Facilities Manager.

No modifications by any individual, organization or group to any part of the bar are permitted without advance notification to, and written permission from, the pastor; Parish Building Committee; Finance Council; Parish Administrator; and, Facilities Manager. This includes, but is not limited to, removal or modification of equipment; reassignment or repurposing of spaces; or any other changes not specifically identified herein.