

## **Guidelines for Use of Our Lady of Victory Facilities**

Our Lady of Victory facilities are available for use only to or for the benefit of the registered members of Our Lady of Victory Parish.

The **priority system** for use of the facilities is:

1. **Religious**-Parish sponsored sacramental celebrations and other events of a religious nature.
2. **School** events
3. **Parish Organization** sponsored events. Parish Organizations are those organizations listed on the front of the bulletin.
4. Parish members that are not representing a Parish Organization.
5. Affiliated organizations e.g. other parishes, high schools etc.

No security deposit or fee is required of the organizations listed in #1-3 above.

All other **registered parish members** or affiliated organizations must do the following:

1. Sign the Hold Harmless and Indemnification Agreement.
2. Pay the security deposit and fees as set forth in the fee schedule.
3. Provide a certificate of insurance when required.
4. Comply with all guidelines regarding use of facilities.

The **Archdiocesan Decree on Child Protection** is in effect at all times.

**Alcoholic Beverages**-if the user charges for alcohol, whether separately, or as part of the price of admission, the user must obtain a liquor license from the State of Ohio. The user is responsible for controlling the amount of alcohol served to any one person and for preventing minors from being served. For information regarding the regulations and/or permits required go to [www.liquorcontrol.ohio](http://www.liquorcontrol.ohio)

**Smoking** is prohibited in all buildings.

**Deposit and Maintenance Fees**- See Maintenance Fee Schedule

### **Scheduling**

The **Convocation Center** is scheduled by the **Pastoral Office staff**.

The **gym** is scheduled by the Athletic Association-**gym coordinator**.

The **fields** are scheduled by the Athletic Association-**field coordinator**.

**Sundays**- non-religious events cannot begin in any of our facilities or fields until after 12:30 P.M.

**Saturdays\***-the Convocation Center and the fields behind the church parking lot cannot be used between 4:00 P.M. and 6:00 P.M. because of parking conflicts with the Saturday evening Mass.

**An evening event must end no later than 1:00 A.M.**

**\*N.B.:** Whenever a Saturday event occurs which requires a significant amount of parking in the main lot (for example, a sports tournament), it is the responsibility of the event coordinator to insure that the **cars will be cleared from the parking lot by 4:00 P.M.** to make room for those coming in for Mass. *No exceptions. If the event is not finished by then, it must be curtailed.* If this does not occur, the pastor reserves the right to reject future event requests from this organization. The celebration of Mass is always the highest priority of the parish.

**Policy to go into effect January 1, 2017:**

The Convocation Center may not be reserved for private parishioner functions on December 24th, December 25th, December 31st, or January 1st (Christmas Eve, Christmas Day, New Year's Eve, New Year's Day). [This change is to allow maintenance staff to be home with their families for these holidays and to avoid parking conflicts with Mass schedule.]

Reservations for private parishioner functions for the holiday season (defined as the Wednesday before Thanksgiving through New Year's Day inclusive) cannot be made until the first week the parish office is open in January. Reservations made will be taken on a tentative basis only until the end of that work week, with the parish scheduler notifying those requesting facilities that their reservation is not guaranteed until confirmed. If there are competing requests for the same day, then availability will be lotteried off in a random fashion among all requesting the date, and all requesting parties will be notified at the end of the week whether their reservation can be confirmed. After the conclusion of the first week that the parish office is open in the new year, if there have been no requests for holiday reservations by that time, then reservations will be assigned on a first-come, first-served basis, as per our policy for all other parish events.

*Approved unanimously by parish council on January 12, 2016, amended for clarity by Fr. Reutter, December 5, 2016, amended again by unanimous vote of parish council on December 13, 2016.*

**Damage** or loss occurring to the buildings, contents or grounds is the responsibility of the user. Any damage must be reported to the Parish Office at 922-4460.

**Guidelines for Use of Our Lady of Victory Facilities (continued)**

**Lights and locks**-user must double check that all doors are locked and all lights are turned off before leaving the facility.

**Cancellation**-If the scheduled space is not needed please call and cancel so that someone else can use the facility.

### **Convocation Center –Additional guidelines**

1. Reservations may be made no further in advance than 90 days, except for a wedding, anniversary, reunion, private parishioner functions for the holiday season etc. They may be made up to one year in advance.
2. A security deposit is due at the time of the reservation. If no damage occurs the deposit will be returned.
3. The maintenance fee must be paid prior to or at the time keys are picked up
4. Keys are to be picked up and signed for only by an adult at the Parish Office during normal business hours.
5. Keys must be returned to the Parish Office.
6. The maintenance department will set up tables and chairs for all events. User must contact the Parish Office at least two weeks in advance of the event to discuss set up of the facility.
7. Stairways and exits must be kept clear of any obstruction at all times
8. Equipment which is brought into the facility must in no way damage the floor or other parts of the facility.
9. All equipment which is brought into the facility must be removed in time for the next scheduled event to proceed on schedule.
10. Certain events may require a security guard or maintenance person to be present during the event. Cost is the responsibility of the user.
11. If decorations are used they must not damage or deface the walls.
12. All decorations must be removed at the conclusion of the event.
13. Appropriate attire (shirt, shoes etc.) is required at all times.
14. All food and drink is to be supplied by the user of the facility.
15. Food and drink must be removed from the premises at the conclusion of the event.
16. Tables must be wiped off.
17. Spills must be mopped up
18. Serverly utensils must be cleaned, dried and put away.
19. Garbage must be placed in trash bags.
20. Youth dances are subject to specific guidelines (see Youth Dances Guidelines).
21. In order to fully observe the diocesan child protection policy and control visitor access for school facilities, the Convocation Center facilities may not be reserved during school hours of 8:00 a.m. to 3:00 p.m. for any events while school children are in the building. This will be administered on a "floor by floor" basis. Examples: When physical education is using the main hall, then first floor conference rooms may not be used but 2nd floor youth room/175th room could be. When art and music classes are held on second floor, then the youth room/175th room may not be used but first floor conference rooms could be. Access to the CC facilities during the school day MUST be reserved so parish scheduler can ensure this policy is being observed. Furthermore, access to the elevator is restricted to key access by parish and school staff only.

Amendment to parish facility policy, effective 3/13/2018:

The cafeteria main room, including the kitchen if required, will be available to parish organizations only. It may be reserved only if no comparable space is available in the Convocation Center (which was built and designed for that purpose), or if the function requires the unique features of the kitchen. Private parties or functions for individuals (even if they are parishioners) will NOT be permitted in the cafeteria facility. The facility will be made available on a first-come, first-serve basis and follow the same scheduling precedence and rules as the other parish facilities. All scheduling must be cleared through the parish secretary. When in use, only the main room will be available as security gates will be used to prevent access to the rest of the school building.

Approved by Parish Council at meeting, March 13, 2018

**Note:** The guidelines and maintenance fee is subject to change.

**Updated 3/14/18**

**POLICY FOR ACTIVITIES  
IN OUR LADY OF VICTORY CHURCH ATRIUM**

The atrium of Our Lady of Victory Church was designed primarily for a place of greeting before and after all liturgies, especially weekend liturgies. Literature related to liturgy or educational endeavors may be made available in the atrium. Other promotions and sales can and will be assigned a more appropriate location.

(Exceptions are as follows: sale of Lottery Tickets and Grocery Certificates, "Giving Tree" in December and Christmas in July. Any other exception to this policy needs to be approved by the Pastor.)

December 4, 2002

**Date**

Rev. Thomas E. Meyer

**Signature**