

## LITTLE FLOWER PARISH GUIDELINES FOR PARISH SPONSORED EVENTS

The parish offers and encourages the secondary use of our buildings and grounds for functions that are beneficial to the members of our parish and the community. The following guidelines are provided to assist parish organizations in the proper scheduling and use of all parish facilities.

### 1. SCHEDULING

- Each year a schedule of use will be prepared and distributed by the Parish Office. This schedule shall begin August 1 and end July 31. All organizations should submit their scheduling requests for the year no later than June 30.
- In the event of any scheduling conflicts, every effort will be made to resolve the conflict to the satisfaction of all. However, the parish business administrator and/or pastor shall make all final decisions if conflicts cannot be resolved.
- The school and Parish Center are leased by Southwest Ohio Preparatory School (SWOP). The cafeteria cannot be scheduled before 5:00 p.m. on weekdays. The Parish Center/deck and fields cannot be scheduled before 4:00 p.m. on weekdays. See the shared-use agreement below for use of the Parish Center on weekends and on weekdays after 4:00 p.m.
- No activities should be scheduled which conflict with the primary use of parish facilities. Liturgical/church events take precedence over all others. Therefore, there will be no events scheduled between 3:00 p.m. and 6:00 p.m. on Saturdays. Early Saturday events must have finished by 3:00 p.m. Saturday. Sunday events cannot take place before 12:30 p.m.
- Every summer, the school and Parish Center will be closed for maintenance work from the middle of June until the second Monday in July. Specific dates will be announced.
- Dates for special events must be booked with the Parish Office. These dates should be reserved far enough in advance to avoid scheduling conflicts.

### 2. FACILITIES

Shared Use Agreement for the Parish Center:

- Weekdays:
  - Southwest Ohio Preparatory (SWOP) School has exclusive use of the Parish Center from 4-9:00 p.m. on Wednesdays and Fridays.
  - Little Flower Parish/Our Lady of Grace School has exclusive use of the Parish Center from 4-9:00 p.m. on Mondays, Tuesdays and Thursdays.
- Weekends:
  - SWOP School has exclusive use of the Parish Center on Saturdays from 1-4:00 p.m. and on Sundays from 4-9:00 p.m.
  - Little Flower Parish/Our Lady of Grace School has exclusive use of the Parish Center on Saturdays from 8:00 a.m.-1:00 p.m. and on Sundays from 12:30-4:00 p.m.

#### BUILDING SECURITY

- All weeknight meetings should be concluded by 10:00 P.M.
- **All windows and doors are to be locked and lights turned out when meetings are concluded. Since there are a number of building entrance doors, all the doors near your meeting area should be checked. Any doors that were “dogged down” must be locked.**
- Access to the Parish Center is by fingerprint. If you or others in your organization have already been fingerprinted you do not need to be fingerprinted again. If you need to be fingerprinted you may do so at the Parish Office during regular business hours (8:00 a.m.-noon and 1-4:00 p.m., M-Th and 8:00-noon on Fridays), or by appointment in the evening.
- Keys to other buildings may be obtained at the Parish Office Monday through Thursday, 8:00 a.m.-noon and 1:00-4:00 p.m. and Friday from 8:00 a.m. until **noon** the week of the event. (The Parish Office closes at noon on Fridays.) The keys must be signed out. Keys must be returned to the Parish Office or mailbox.

#### SET-UP AND CLEAN-UP

- If chairs and tables are rearranged for meetings, they should be re-set to their original placement. If tables are to be used for crafts, etc. they must be covered.
- All trash must be removed from the buildings and placed in the dumpsters.

**CLEAN-UP IS THE MEETING GROUP'S RESPONSIBILITY.**  
**BROOMS, MOPS, ETC., MAY BE FOUND IN JANITOR CLOSETS.**

#### CONDUCT

- Those attending meetings should conduct themselves in a manner that is in keeping with a Catholic parish environment, showing respect for their fellow members and parish property.

- Children attending evening meetings or functions must be in the company of responsible adults. Adults should maintain proper control of all children in their charge and make sure that children are not running through the building, littering or flooding urinals or toilets.

### 3. BUILDING AND EQUIPMENT USE

Kitchen facilities are available in the cafeteria. The kitchen should be cleaned and left the way it was found. Any special equipment requirements or set-up should be arranged through the parish business administrator, at least two weeks in advance of your event.

### 4. REFRESHMENTS

#### ALCOHOLIC BEVERAGES

#### OHIO STATE LAW:

• **A permit is required if a qualified organization intends to provide beer, or intoxicating liquor (wine, mixed beverages of spirituous liquor) either for sale by the drink or through the use of an entrance fee, cover charge, etc.**

- A person must be 21 to consume alcoholic beverages.
- A person must be at least 19 to serve alcoholic beverages.
- A person may not serve anyone believed to be intoxicated.
- A person may not serve anyone believed to be under the legal drinking age.
- A person may not serve anyone who is going to give a drink to someone who is underage or intoxicated.

#### ADDITIONAL ARCHDIOCESAN RULES REGARDING ALCOHOLIC BEVERAGES:

- **No alcohol**, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where children are present (**such as “tailgating” where alcohol is present**). Athletics organizations are expected to establish and communicate zero tolerance policies regarding alcohol, tobacco, and illegal controlled substances at competitions, tournaments and gatherings where children are present.
- Alcoholic beverages must be consumed within the designated area and only during approved functions.
- Alcoholic beverages may only be served during the hours the event is scheduled. Once the event has ended no alcohol should be served.

#### OTHER REFRESHMENTS

- Each organization is responsible for providing its refreshments. Refrigeration is available in the cafeteria and Parish Center for perishable items. All perishable items must be removed after the event. We are not responsible for items left in the kitchen or meeting rooms.

### 5. EMERGENCIES

#### FIRE

- Sound building alarm and evacuate building in an orderly manner - those in charge should maintain a calm attitude. Make use of all the doors. **IMPORTANT** – the school building alarm is monitored and is connected to a central system which automatically notifies the fire department, but emergency services (911) should still be called.

#### SEVERE STORMS/TORNADOES

- Go to the lowest level of the building. Direct everyone to interior hallways away from windows.
- Do not attempt to open windows or doors. Remain calm.

### 6. CHILD PROTECTION

**ALL volunteers** who function in **any capacity for any length of time**, who assist in activities with children or vulnerable adults must have training approved by the Archbishop of Cincinnati: attend a VIRTUS Child Awareness Session, successfully complete a background check and remain current on VIRTUS bulletins. **If children are volunteering for your parish-sponsored group, ALL adults must be compliant with the Child Protection Decree.**

**Also, two adults**, both of whom are in compliance with the Decree on Child Protection, and who are not related to each other or living in the same household, **must be present for any activity.**

**Please note that all VIRTUS trained persons are expected to read and keep current with all monthly continuing education VIRTUS bulletins. Any person who falls behind three or more bulletins cannot have further contact with children until they are in compliance.**

**I agree to the terms and the above guidelines for use of the Little Flower facilities and accept full responsibility for any damage to the building or contents that may occur during the time the event is taking place.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Sport: \_\_\_\_\_

Date: \_\_\_\_\_

Return to Little Flower Business Administrator:

Fax – 681-2631

Email – [parishoffice@littleflower-church.org](mailto:parishoffice@littleflower-church.org)

Mail – 5560 Kirby Ave., 45239