

**LITTLE FLOWER PARISH CENTER
RULES & REGULATIONS**

1. **SCHEDULING** – All events and use of the Parish Center must be scheduled according to the Parish Center Policies and Guidelines. No individuals or groups may use the building for any unscheduled activity.
2. **SMOKING** – This is a **NON-SMOKING FACILITY**. That means there is to be no smoking in the building at any event. Smokers must go outside and use proper receptacles for discarding tobacco products.
3. **SUPERVISION** – Children must be supervised and controlled by their parents or the adult supervisor of the activity.
4. **PROPERTY DAMAGE** – The Parish reserves the right to charge the responsible party or organization for damage to the facility through negligence or vandalism.
5. **VANDALISM** – Vandalism and/or malicious damage to any area, inside or outside the building, will not be tolerated and will result in guilty individuals being excluded from using the Parish Center. Serious property damage will be criminally prosecuted.
6. **PHONES** – A business phone is available in the concession area for emergency and authorized use.
7. **RESTROOMS** – The restrooms are not meeting rooms. Leaning or sitting on sinks, swinging on stall doors, or any other inappropriate actions will be considered vandalism and the appropriate action taken.
8. **STAGE AREA** – Only authorized persons should be on the stage at any time. No unauthorized adults or children should be on the stage during sports activities and there is to be no climbing or sitting on the edge of the stage.
9. **KEYS** – Keys must be obtained at the Parish Office. Office hours are 8:00 AM to noon and 1:00 PM to 4:00 PM Monday through Thursday and 8:00 AM to noon on Friday.
10. **CODES** – Coaches are responsible for obtaining a code at the start of the season. **DO NOT SHARE** your code.
11. **CONTROLS** – Heating and air-conditioning controls, lighting and sound system panels, basketball goals, scoreboards, and bleachers are to be operated only by individuals trained and authorized.
12. **SPORTS EQUIPMENT** –
 - a. The **Booster Organization** maintains equipment, uniforms, balls, etc., for children’s organized sport activities. Use of this equipment must be approved by the Booster Organization.
 - b. Volleyball equipment is to be properly stored in the designated location.
 - c. **Shoes** worn for sporting activities must be non-streaking gym shoes. Intentional streaking of the gym floor will be considered vandalism and treated accordingly.
 - d. **Basketballs** are shot at the hoop. **Volleyballs** are served over the net. Balls are not to be shot at walls or served against the ceilings, scoreboards, emergency lights etc. Intentional infractions of this rule will result in exclusion of access to the Parish Center.
13. **RULES AT SPORT EVENTS**

Seating locations for teams, officials and spectators are as follows:

 - a. **OFFICIALS:** Only scorekeepers, announcers and officials are permitted on the stage.
 - b. **TEAMS:** Participating teams and coaches are seated on the stage side of the gym floor on each side of the centerline.

- c. **SPECTATORS:** Spectators occupy the bleacher area. If additional seating is required, chairs may be placed in the out of bounds areas on each end of the floor. Under no circumstance are spectators allowed to occupy the stage, or the stage side of the floor.
- d. **LOBBY:** The lobby is **not** a children's playroom. Children should occupy the bleachers with parents.

14. **RULES AT SPORTS PRACTICES (COACH RESPONSIBILITIES)**

- a. **LOCK DOWN:** After all team members arrive, the Parish Center entrance will be locked and remain locked until 10 minutes before practice ends.
- b. **ATTENDENCE:** Only team members, coaches and family are permitted in the Center during practices. If family members want to attend they must enter the Center before lockdown.
- c. **CODES:** Coaches are responsible for obtaining a code at the start of the season. Do not share your code

15. **PARISH CENTER SCHEDULE –**

The monthly Parish Center master calendar, posted in the lobby, takes precedence over all other schedules and calendars.

16. **CONCESSIONS –** The Parish has authorized the Booster Organization to operate the concession stand for the benefit of building operations and the Booster's. The rules surrounding the concession stand and concession sales will be strictly enforced.

- a. No alcoholic beverages will be dispensed or consumed in the Parish Center during children's events or activities, including team practice sessions.
- b. Alcoholic beverages may be served during adult social activities where prior arrangements have been made.
- c. No money may be given in exchange for alcoholic beverages.
- d. A fee for food and non-alcoholic beverages is appropriate for social events.
- e. Only those authorized to serve refreshments are permitted in the concession room.
- f. Children under the age of 19 are not authorized sellers and should not be in the concession room.
- g. The concession room has no cooking facilities. Caterers are your choice and responsibility.

17. **ALCOHOLIC BEVERAGES –** The rules regarding alcoholic beverages apply to all Parish social functions and rentals by Parish members (private parties).

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 PARISH RULES REGARDING ALCOHOLIC BEVERAGES:

- Alcoholic beverages must be consumed within the designated rental 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.
- The person in charge assumes all responsibility in connection with serving alcoholic beverages. A hold harmless agreement must be on file prior to the event.
- Ordering and arrangements for alcoholic beverages at private parties is the responsibility of the person renting the facility. The parish cannot order or provide alcoholic beverages for private parties.

- Alcoholic beverages may not be sold at any private party.

18. **DECORATIONS** – Special arrangements should be made with the parish business administrator prior to the event regarding decoration needs.

- a. Temporary decorations are permitted providing they do not damage the finish or surfaces to which they are attached.
- b. No confetti, glitter, rice, birdseed, sand, water, mulch or other materials that could bleed through, stain or damage the floors, tables or walls are permitted.
- a. Candles may be used but the flame must be enclosed in a glass container.
- b. Removal of decorations is the responsibility of the users and all decorations and personal items must be removed immediately following the event. Anything remaining will be discarded.

19. **PRIVATE PARTIES** - Adult parishioners may rent the PC and must meet the additional requirements as outlined in the Guidelines for Private Events. These requirements include obtaining liability insurance, filing a hold harmless agreement, submitting a damage deposit, and paying a rental fee prior to the event. All private parties must also abide by all other established Parish Center Rules and Regulations.

20. **LIABILITY INSURANCE REQUIREMENT** – The Archdiocese of Cincinnati requires that all private or non-parish sponsored events held on parish campuses and facilities must provide liability insurance coverage with a minimum limit of \$1,000,000.00. The individual or group renting the facility can provide a certificate of insurance from their own insurance carrier. **The Certificate of Coverage must include in writing, St. Therese, Little Flower Parish, Archbishop Daniel Pilarczyk, and the Archdiocese of Cincinnati as additional insured**, or they may purchase special events liability insurance from the Archdiocesan provider of risk management, Arthur J. Gallagher. Contact the Parish Office for details.

21. **CHILD PROTECTION**

Changes have been made to the Decree on Child Protection. Effective July 1, 2018, **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.

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.