



The Roman Catholic Community of Saint Paschal Baylon

ENRICHING MINDS – NOURISHING SOULS

Founded & Administered by the Congregation of the Blessed Sacrament since 1953

Award-Winning School of Excellence since 1955

Facilities Policy

Use of Saint Paschal Baylon On-campus Facilities

The following are the guidelines for using parish-owned facilities on the Saint Paschal Baylon Campus. These policies govern the use of Father O'Brien Hall, all or part of the Family Life Center, Green Knight Field, the School Gymnasium and the Father Jette Gymnasium. [Hereafter, items will be abbreviated "O'Brien Hall" or "Gym"]

In general, the parish is committed to sponsoring the use and enjoyment of the parish campus and its facilities by the broadest constituency of parishioners as possible with due consideration given to the Christian character and nature of the activities to be held on the campus.

A Saint Paschal Baylon parishioner is understood to be any registered, active adult member (21 years of age or older), who has been a member of the parish for at least six months. In order to foster a sense of Christian community and allow for the use of the facilities by all interested groups, these policies will help aid you in your planning and usage of the facilities. The facilities are used to support the teachings and principles of the Roman Catholic Church.

Reservation Policy:

1. Reservations MUST be made at the parish office with the Business Manager or Administrative Assistant:
 - a) Office hours are Monday through Friday, 8:00 AM to 4:00 PM;
 - b) A reservation must be made at least one month in advance;
 - c) After parish functions (i.e. religious events, ministries or school activities) are scheduled (usually April – May each year);
 - d) Only a registered adult-parishioner who will be present and responsible for the use during its reservation may reserve facility.
2. Set-up Requirements:
 - a) Eymard Room (in the Family Life Center) has a regular set up of 9 round tables and 3 twelve-foot rectangular tables placed in front of the kitchen window. The round tables have a total capacity of 72 people / 8 per table. If more seating is needed, please complete a "Room Request Set Up" sheet at the parish office **two weeks** prior to your reservation or at the time of your reservation;
 - b) For O'Brien Hall, the regular set up is "cafeteria style" with half of the space containing long tables and the other half (north end) open area. There are also long cafeteria tables in front of the stage. We suggest completing a request form with the maintenance staff for alternative set-up and design of the space;
 - c) The Saint Julie Billiard Room (also in the Family Life Center) is set in a boardroom style unless another set up is requested.
 - d) NO DECORATIONS, PAPER, CHARTS, ETC are permitted to be stapled, tacked, taped or glued to the walls or the ceiling due to fire regulations and the sprinkling system. Anything brought into our facilities must be removed the same day/evening of the event.

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FAX (440) 442-2001 + parishoffice@saintpaschal.com + www.saintpaschal.com

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3. Day of Reservation:
 - a) The adult who scheduled the event/reservation must pick up the keys at the Parish Office.
 - b) The receptionist administers a sign –up sheet. Please be mindful of Parish Office hours, Monday through Friday, 8 AM to 8 PM and Saturday and Sunday, 8 AM to 12 PM as no one will be available outside of these times to provide key.
 - c) Only adults may sign out the key.
4. Duties of the adult who made the reservation:
 - a) All TRASH CANS are by the kitchen EXIT DOOR (S). They are placed there for your use. TIE THE TRASH BAGS CLOSED. Maintenance Staff will remove the trash bags. All trash cans contain trash bags.
 - b) Remove all food and beverages from the refrigerator and freezer.
 - c) Check to see that doors are CLOSED and LOCKED. Use the Allen wrench to lock the Family Life Center main entrance.
 - d) PLEASE NOTE: When locking up, the far right door of the Family Life Center remains “unlocked” due to the special fob key used for this door.
5. Special reminders:
 - a) Privileges will be denied to any individual or group violating these rules and regulations.
 - b) There will be NO EXCEPTIONS to the above.
 - c) The group using the facility is expected to be out of the facility by 10:00 PM.

Permissible Uses:

The school gym and Green Knight Field and the Father Jette Gymnasium are athletic facilities and will be reserved primarily for athletic events or events including some athletic type activity by the CYO Athletic Director of the parish. The Family Life Center and O’Brien Hall will primarily be reserved for meetings, educational opportunities or social gatherings.

Because of the religious nature of our parish community, any activity taking place on our campus MUST foster and respect the Christian values of our Church. All parish organizations or ministries are encouraged to make use of our facilities to enhance their mission and strengthen the bonds of community.

Depending on availability, individual parishioners are welcome to use our facilities for family or social gatherings. Because of our non-profit standing as a church, we cannot allow the use of our facilities for activities that are “for the profit” of an individual or a group that is not affiliated with Saint Paschal Baylon Church. We are not allowed to use our facilities for the support of one political candidate or party without offering an equal opportunity to the opposing candidate or party, whether parishioners or not.

Occupancy:

The Highland Heights Fire Department has set a MAXIMUM OCCUPANCY for each of the spaces in our facility. In reserving a space, a “maximum number” will have to be provided and the adult making the reservation will have to see that the “actual number” does not exceed the number set by the Fire Department for safety reasons.

- Eymard Room: 155
- O’Brien Hall: 350
- Saint Julie Billart Room: 30
- FLC Library: 10
- School Library: 65

Hours of Availability:

Food and beverages will be served *ONLY* in the Eymard Room in the Family Life Center and O'Brien Hall. Snacks will be allowed in any of our spaces, but clean up and disposal is the responsibility of the adult making the reservation. All food and beverages must be removed from the refrigerator and freezer in the kitchen(s).

Alcoholic Beverages:

Because of "Host Liability Laws," extreme care must be utilized anytime alcohol is present on our campus. The State of Ohio requires all non-profit charitable institutions to obtain a temporary liquor / beer permit for every event held where such alcoholic beverages are sold or served. The Liquor Control Department specified that this requirement apply to any event that is open to the "public," whether there is a cash bar or alcohol is part of the admission fee. Special insurance is needed for this type of event. The sponsoring organization **MUST** obtain a temporary permit from the Ohio Department of Liquor Control that takes about a month. A copy of this permit must be submitted to the Diocesan Insurance Office at least one week prior to the event with a check for \$110.00 to obtain Special Liability Coverage. PLEASE NOTE: Only two permits are issued each year and SPB uses them with Spring Fling and Taste of the Town.

Private Parties:

A parishioner or organization holding a private party where liquor will be served is *NOT* required to obtain a liquor permit. A private party is defined to be "by invitation only," no admission charge, donation or prepaid ticket required and one where liquor is NOT "sold" to guests/invitees. **The Ohio liquor laws prohibit BYOB** (Bring Your Own Bottle) events. Proper controls are put into place to protect the parish or institution from uninvited guests attending; a liquor permit must be obtained along with liquor liability insurance.

Security Guards:

Any private function with alcohol served requires the presence of one security guard per one hundred attendees. Arrangements must be made with the Highland Heights Police Department at least two weeks prior to the scheduled event. The security guard(s) is asked to be on the premises one half hour prior to the start of the event and must stay for one half hour past the end of the event. The expense for this service is the responsibility of the adult or ministry who made the reservation with Saint Paschal Baylon Church. Our office staff will arrange the security guard to be present: please make a check to SPB for this security personnel based on the hours necessary for coverage.

Donations & Fees:

The parish is committed to ensuring access to its facilities by all of its members and parishioners. Guidelines for costs and fees are to be interpreted in a manner that encourages such access:

- ***No Charge Activities:***

Parish organizations and ministries may use any of the facilities in furtherance of their mission without charge provided:

(1) The general public is NOT invited;

(2) No fee is charged or collected for the attendance at the event. Examples of no charge use include, but not limited to: Ministry meetings and PSR instruction, Adult Education classes, PTO, Ladies Guild, Eymard Spiritual Group, Holy Name, scout and youth group meetings, choir or band practice, athletic practice by Saint Paschal Baylon CYO or adult sports teams.

The organization will be required to follow the policies above regarding reservations and permissible use and preference to use the facilities will be granted only in accordance with those rules.

- ***Private Functions:***

A parishioner may sponsor the use of any facility for an event provided it is an approved “Permissible Use” activity and the parishioner **MUST ATTEND** the event. Where the public is invited to attend but no fee is charged for admission, the sponsor of the event will be required to pay a fee. For this purpose, the “public” means any person who is not directly affiliated with the sponsor and/or sponsoring ministry, including Saint Paschal Baylon parishioners. The policy is designed to reimburse the parish for the cost of running (heat, light, power), cleaning and readying the facility for its use. Examples of private functions would include wedding showers, baby showers, wedding anniversaries, birthday parties and similar events.

To ensure compliance with this provision, \$450 will be required prior to a reservation for any private function will be accepted. Please make *TWO* checks payable to the following:

1. \$350 payable to SPB
2. \$100 payable to DISC (Insurance through Diocese)
3. If alcohol is being served, an additional check is made for the security guard(s) based on the amount of people attending and the hours of the event. Please coordinate this through the Business Office.

Return all *SIGNED* forms (DISC Insurance Form/Registration Form) and *all* checks to the Saint Paschal Baylon parish office.

- ***Funeral Lunches:***

Funeral lunches are an exception to this policy. Saint Paschal Baylon parishioners are welcome to invite their family and friends to return to our facilities for a lunch after a funeral, depending on the availability of our Eymard Room and if no school is in session. **There will be NO CHARGE for this usage**, but the family is expected to make the arrangements for the catering and pay the caterer directly. Clean up is also required.

- ***For-charge Functions:***

Where the public is both invited and charged a fee to attend or participate in the function, the sponsor will be required to share the proceeds from the admission fee with the parish. The fee will be 10% of the net proceeds from the event, but not to exceed \$200. Net proceeds for this purpose means the basic cost of admission less direct costs of supplying the admission. Examples of direct cost include food and drink where the event is a meal. Direct costs **do not** include any payments for labor of the members of the sponsoring organization.

Examples of for-charge functions include all ticketed events, athletics tournaments where the team is charged for the privilege of playing (rather than the spectators being charged), fundraising events and other ministries charging the general public a fee for services.

Concessions and other ancillary revenue apart from the admission fee may be retained by the sponsoring organization.

Facilities Usage Registration Form

Please complete and submit to parish business office. Business Office will retain this form.

Please Print

Parishioner Name: _____

Phone Number: _____

Date of Rental: _____ **Start Time:** _____ **End Time:** _____

Reason for Rental: _____

***Alcohol Served: YES** _____ **NO** _____

Approximate Attendance: _____

Parishioner Signature: _____

Payment: Cash _____ Check(s): _____

***(Highland Heights Police Officer will need to be present at your expense)**