

ST. COLUMBAN PARISH

Facility Use Guidelines

The primary use of St. Columban's facilities is by the members of our parish. The campus has been designed to allow our community to worship, be educated and supported, and to socially celebrate sacramental and ministerial events. When our facility is not in use by the parish or members, we welcome the use of the Parish Hall or cafeteria by parishioners of surrounding Catholic parishes and the local community. Due to the increased demands for facility use at St. Columban, we request that all groups follow the guidelines listed below. Doing so will assure fair use of the space and promote good stewardship of our parish facilities.

I. SCHEDULING PRIORITIES

The following is a list of priorities which will determine the use of our facilities.

1. Parish liturgical services, including funeral receptions.
2. Official parish functions and those sponsored by parish organizations and ministries which have been approved by the Pastor (i.e. meetings, educational seminars, social events, pastoral events).
3. Private functions for the immediate family and friends of parishioners, such as wedding receptions, anniversaries, reunions, etc. Immediate family is defined as the parishioner, spouse, children, parents and siblings. (These would be invitation-only events.)
4. Private functions of the local community.

The parish reserves the right to refuse the use of our facilities to individuals or organizations whose philosophy or practices are contrary to Catholic doctrines or traditions.

II. GENERAL POLICIES

1. All arrangements for the use of St. Columban facilities must be made and confirmed with Christy Hamm, Parish Administrative Assistant: 513-683-0105 x 2105 or chamm@stcolumban.org. You may also fill out the Facilities Use Form below and email to her. Without a confirmation from her, you have no guarantee that space has been reserved.
2. Events should be timed so that everyone is out of the facilities by midnight when the alarm becomes active. Additional time may be negotiated with the Parish Administrative Assistant.
3. The kitchen is not designed for preparing large meals. It is expected that the user will clean the kitchen completely after use. See the check list above the sink. Food and beverages may only be served in the tiled area by the kitchen and restrooms.
4. For the quality of events held here, as well as the competent and responsible use of our kitchen, equipment, and premises, any caterers must be approved by the Coordinator of Communications and Events.

5. Nothing may be affixed to the walls, floor, ceiling, or parish equipment. No fog or smoke machines, glitter or paint are permitted in the facility. If candles are used, they must be enclosed in glass.
6. If your event takes place after regular office hours, it is your responsibility to check out a key from the Parish Office during regular business hours. Please return the key to the locked drop box outside the main door of the Parish Office. Office hours are:

Monday - Thursday:	8:30 AM - 9:00 PM
Friday:	8:30 AM - 5:00 PM
Saturday:	12:00 PM - 6:00 PM
Sunday:	7:30 AM - 1:00 PM

7. The facility must be left clean and ready for use, unless prior arrangements have been made with the Coordinator of Communications and Events. Additional fees for these services may apply. You are responsible for cleaning up, locking doors and turning off the lights when you leave. Please inspect all areas after the event has ended for trash, forgotten personal items, and any messes. Vacuums are located in the coat room and cleaning supplies can be found in the closet to the right of the restrooms. Please note that there is no janitor on the property on weekends or after 9 p.m. Monday - Friday. Doors will be locked throughout the campus at 9 p.m. If you or your group stays past that time, be sure the door is secure as you leave. Only prop the doors during setup and cleanup, otherwise it puts an unnecessary strain and cost on the HVAC system.
8. St. Columban is a smoke-free facility. Anyone wishing to smoke will be expected to do so outdoors and to use the disposal receptacles provided.
9. It is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on the premises. Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto the premises.
10. If you would like St. Columban to publicize the event/activity, please notify the Coordinator of Communications and Events of what you want included in writing.
11. The Archdiocesan Protection Decree requirements are in effect for parish organization and ministry events designed with children under the age of 18 or in High School, when parents or guardians are not required to stay (e.g. ERE, Youth Ministry, athletic practices). Under no circumstances may any child be left unsupervised.
12. If you are in need of A/V equipment such as a laptop connection, ipod connector, etc., please make the Coordinator of Communications and Events aware with ample notice so those can be ready in advance of your event.
13. Facilities must be treated as though you are in your own home. Horseplay, running, property damage and unsupervised children will not be tolerated.
14. If you represent a sports group seeking the use of available gym space, the activity (team) leaders/coaches must be in compliance with the Archdiocesan Child Protection Decree. There must be 2 adults, over 18 and out of high school, on-site at all times and participants under the age of 18 are required to complete the Archdiocese of Cincinnati Permission and Release form. Contact the parish Safe Environment Coordinator, Christy Hamm, for further details: 683-0105 x 2105.

III. FACILITY RENTAL FEES, CAPACITY AND GUIDELINES

1. Fees for the use of our facilities are not charged to parish organizations and ministries that have been approved by the Pastor for meetings and group events. If parishioners are interested in using the facilities for private events like an anniversary party, parishioner usage fee rates below apply.
2. A damage deposit is required when renting our facilities. It will be refunded after the Coordinator of Communications and Events has determined the absence of damage. If the cost of damage exceeds the deposit and is due to the negligence of the persons or groups using the facilities (or anyone hired by them, i.e. caterers, bartenders, D.J., wedding planners, florists, etc.), that person or group is held responsible for any additional costs.
3. All alcoholic beverages (i.e. beer, wine/champagne, liquor) for use at an event will be provided by the person reserving the facility. No individual attendee may bring alcoholic beverages on our premises, whether in the parking lot, building or green space. Persons or organizations using our facilities must agree to adhere to the Ohio Liquor Laws. The serving of alcoholic beverages must stop thirty minutes prior to the scheduled ending time of the event.

When is a permit needed? A permit is required if the organization intends to provide beer, wine or liquor either for sale by the drink or through use of an entrance fee, cover charge, etc. No permit is required if an individual or organization intends to provide beer, wine or liquor at a private function where access is restricted to invited guests only, such as a wedding reception for which no admission fee is charged or any alcoholic beverages sold.

4. In order to confirm a reservation of St. Columban facilities, you must sign and return a "Use of Premises Agreement".
5. The prices below are for the use of our facilities from one to four hours. We allow preliminary time for event preparation. Additional time can be negotiated with the Coordinator of Communications and Events. You will need to arrange specific times with the Coordinator of Communications and Events for access to the facility for those directly involved with decoration and preparation for your event. Included in the use of the Parish Hall are the kitchen and coat room.

Facility	Usage Fee Non-Parishioner	Usage Fee Parishioner	Damage Deposit	Capacity Chairs Only	Capacity with Full Table Seating
Parish Hall	\$600.00	\$400.00	\$200.00	700	300
St. Patrick	\$450.00	\$225.00	\$200.00	260	125
St. Kevin	\$350.00	\$175.00	\$200.00	225	100
St. Brigid	\$250.00	\$125.00	\$200.00	150	70
St. Kevin and St. Brigid	\$500.00	\$300.00	\$200.00	375	170
Cafeteria	\$175.00	\$75.00	\$200.00	550	240

Facilities Use Form
St. Columban Parish, 894 Oakland Rd, Loveland, OH 45140
513-683-0105

Please check one Publish event in bulletin

<input checked="" type="checkbox"/>	Facility	Capacity Chairs	Capacity with Tables
	Parish Hall		
<input type="checkbox"/>	Entire Hall	700	300
<input type="checkbox"/>	St. Brigid Room	150	70
<input type="checkbox"/>	St. Patrick Room	260	125
<input type="checkbox"/>	St. Kevin Room	225	100
<input type="checkbox"/>	St. Kevin / St. Brigid Rooms	375	170
	Parish Office		
	Parish Media Center	NA	20
	Church		
<input type="checkbox"/>	Family Room	20	NA
<input type="checkbox"/>	Church	600	NA
<input type="checkbox"/>	Chapel	65	NA
<input type="checkbox"/>	Nursery(Used only as a Nursery)	NA	NA
	School		
<input type="checkbox"/>	Faculty Room	NA	20
<input type="checkbox"/>	School Conference	NA	10
<input type="checkbox"/>	Gym	450	NA
<input type="checkbox"/>	Cafeteria	550	240
<input type="checkbox"/>	Library	35	NA

Name of Event: _____ Today's Date: ____/____/____

Event Date and Time: _____

Setup and cleanup time needed: _____

Recurring Event? (If so, what day and time): _____

Parish Organization: _____ Contact Person: _____

Email: _____ Phone: _____

Number of participants:

Reason for using the facility (e.g. meeting, prayer group):

A/V equipment needed (DVD, laptop, ipod cord):

Arrangements needed (# of tables and chairs):