



# Winton Wyoming Pastoral Region

Our Lady of the Rosary – Greenhills, OH

St. James of the Valley – Wyoming, OH

St. Matthias the Apostle – Forest Park, OH

## Facility Regulations

1. The “Responsible Person” for the rental must coordinate with the church office on the procedure for opening and the secure closure of the church facilities. Codes/keys for the entrance of the facilities will be communicated to the “Responsible Person” upon the church office receiving a signed copy of this document.
2. The church sanctuary, chapel, and sacristy are “OFF LIMIT” areas and are not available for any non-parish event or activity. Facility renters are responsible for having guests avoid these areas.
3. The activity or event cannot take place while Mass is being celebrated in the church.
4. The “Responsible Person” renting the facility must be a registered member of the Winton Wyoming Parish Region in good standing or as approved by the pastor and or business manager.
5. The activity/event must comply with all local rules and regulations.
6. Attendees of any activity/event in the facilities must not exceed the local fire department’s occupancy limit. Aisles must be kept clear and not block entrances or exits.
7. Charge for admission is prohibited for any activity/event held at the parish facilities.
8. Sale of alcoholic beverages is prohibited at events/activities held in parish facilities.  
(Note: alcohol provided by the host may be served. All state and local laws must be obeyed.)
9. After use, the facility and all items must be returned to their original condition (floors swept, trash removed to dumpster, tables and chairs restored, etc.).
10. The “Responsible Person” is responsible for good and proper behavior of all attendees of their activity/event and will be held liable for any damage to the facility (inside or outside) and any extra cleaning or repair needed because of their use.

Signature of “Responsible Person” \_\_\_\_\_

Printed Name of “Responsible Person” \_\_\_\_\_

Telephone number (s) \_\_\_\_\_

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