



Saint Maximilian Kolbe
Catholic Church

Policies & Usage Rules for Fr. John E. Porter Family Life Complex Classrooms & Meeting Rooms

1. **It is the responsibility of the user(s) in charge of setup and cleanup to meet with Facility Manager Larry Witsken, (513) 532-2870 or lwitsken@saint-max.org, no later than 10 days prior to event.**
2. **ARCHDIOCESAN CHILD PROTECTION POLICY** is in effect at all times. There must be at least two adults present at all times when children are meeting or practicing. **These adults must be SafeParish trained and approved before the event is scheduled.** EVERY child must be supervised, remain in designated areas, and not allowed to run freely throughout the complex. *This does not apply to non-Saint Max sponsored events.*
3. **ALCOHOLIC BEVERAGES** are not permitted on the premises for any meeting without prior written authorization from the pastor or his designee.
4. **CONCEALED WEAPONS, SMOKING AND GUM CHEWING ARE PROHIBITED.**
5. **SET-UP/DECORATIONS:** Set-up of the facility and any decorations are the responsibility of the user. No overnight set-up is allowed without prior approval of the facility and/or business manager. Candles must be enclosed in glass containers. **Rice, bird seed, confetti, glitter and sand are prohibited.** Masking tape may only be used for temporary decorations on brick walls and windows. Do not affix tape to floors or painted wall surfaces. Mounting putty is recommended.
6. **SUPPLIES:** St. Max provides basic cleaning supplies, garbage bags, and paper products for its ministries.
7. **TABLES & CHAIRS** are located in the classrooms and conference room storage closet. Do not drag them across the floor but carry them. Absolutely no tables or chairs are to be removed from the classrooms.
8. **CLEANUP:** User is responsible for removal of decorations, food and garbage. The dumpster is located next to the garage. Place new liners in each trash can. Mops and brooms are located in the maintenance closets. Dry mop all floors and wet mop spills. Don't forget the restrooms: wipe down counters, remove trash, and flush toilets.
9. **CLOSING:** All evening events should conclude by 10:30 PM and the building vacated by 10:45 PM. The user should check all areas of the building for concealed persons, turn out all lights, close and lock all doors.
10. **MEETING TIME AND LOCATION:** All meetings are scheduled through the facility scheduler with an assigned time and location. The alarm is set to this master schedule and if organizations do not honor the times/locations, it is likely the police will automatically be dispatched. A \$150 fee per dispatch may be incurred by the parish for false alarms, which would be passed on to the appropriate organization.
11. **DAMAGE:** It is understood that any damage or loss occurring to the building, its contents or grounds shall be the responsibility of the user. The parish reserves the right to request reimbursement for damage incurred. Report damage to the facility manager.
12. **FIRE ALARM:** Our manual fire alarms are protected with a clear plastic covering. Removing this cover will set off an audible alarm. This alarm does NOT connect to the fire house. If the cover has been removed and there is no emergency, just put the cover back in place and the alarm will subside. **An actual pull of the fire alarm results in audible and visible flashing lights.** The fire alarm lever will be in the pulled down position. Once this happens, the fire department is automatically dispatched. Evacuate the building and meet the firemen upon their arrival in the parking lot.
13. **PARKING:** St. Maximilian Kolbe provides ample parking, including handicapped accessible spots. Please obey the posted speed limit and one way directional signs and arrows. Cars parked illegally in fire lanes may be ticketed and/or towed at the owner's expense. **NO** flyers are to be placed on cars in the parking lot.
14. **EVACUATION PLANS** are located in every room above the light switch in the event of an emergency.
15. **LOSS OF PRIVILEGES:** Disregard for these regulations will result in a one time grace period and probation. Further infractions will result in loss of all privileges.
16. **BORROWING PROPERTY:** Property belonging to St. Max or any St. Max ministry may be not borrowed.
17. **EMERGENCY CONTACTS:** In the event of an emergency please contact Helen Mondy (513) 315-5113 or Larry Witsken (513) 532-2870.