



Saint Maximilian Kolbe
Catholic Church

Policies & Usage Rules for Fr. John E. Porter Family Life Complex Gym & Kitchen

1. **It is the responsibility of the user in charge of setup and/or cleanup to meet with Facility Manager Larry Witsken, lwitsken@saintmax.org or (513) 532-2870, no earlier than 10 days prior to event. (Wedding receptions by arrangement)**
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:** If user charges for alcohol, whether separately or as part of the price of admission, user **MUST** obtain a liquor license from the state of Ohio. *User is responsible for controlling the amount of alcohol served to any one person, preventing minors from being served, and ensuring all alcoholic beverages are consumed inside the building.* Remove all alcoholic beverages from facility when you leave. A copy of the temporary State of Ohio Liquor License must be provided to the parish office in advance of the event.
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:** Other than basic cleaning supplies and garbage bags, you are responsible for all supplies. **Deliveries will NOT be accepted by the parish staff. Anything brought in for the event must be removed immediately after the event or it will become the property of St. Maximilian Kolbe Parish.**
7. **TABLES & CHAIRS** are located in the left storage room. Do not drag them across the floor but carry them. **Absolutely no tables or chairs are to be removed from the classrooms.**
8. **BLEACHERS** may not be removed from the gym without prior consent of the Facility Manager.
9. **TECHNOLOGY:** Use of any audio visual equipment is by prior arrangement with the Facility Manager.
10. **CLEANUP:** User is responsible for removal of all 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.
11. **CLOSING:** All special events should conclude by 11:30 PM and the building vacated by 11:45 PM. The user should check all areas of the building for concealed persons, turn out all lights, close and lock all doors.
12. **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.
13. **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.
14. **PARKING:** St. Maximilian Kolbe provides ample parking including handicapped accessible spots. Please obey all posted speed limit and one way directional signs and arrows. Cars parked illegally in fire lanes will be ticketed and/or towed at the owner's expense. **NO** flyers are to be placed on cars in the parking lot.
15. **EVACUATION PLANS** are located in every room above the light switch in the event of an emergency.
16. **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.
17. **BORROWING PROPERTY:** Property belonging to St. Max or any St. Max ministry may be not borrowed.
18. **EMERGENCY CONTACTS:** In the event of an emergency please contact Helen Mondy (513) 315-5113 or Larry Witsken (513) 532-2870.

Signed _____ Date _____ Rev. 11/18