



# FACILITIES/SACRED RELIGIOUS SPACE USE POLICY

*St. Michael the Archangel Parish*

*Worthington, OH*

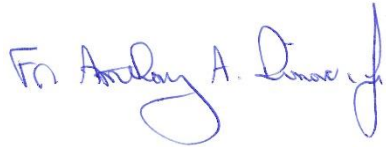
**A NOTE FROM THE PASTOR**

Dear Friends in Christ,

As with the faithful entrusted to his care, the facilities of any given parish are given over to the care of a duly appointed pastor by the local bishop. Because of the religious and sacred nature of these facilities (see below) it is recommended that pastors develop a clearly defined policy for their use to ensure the appropriateness of all activities which occur on the parish property, as well as to protect the parish from harm, in as much as possible, in regards to issues of safety and liability. It is with this rationale in mind that I establish, for the good of our parish, this FACILITIES/SACRED RELIGIOUS SPACE USE POLICY, which is to be effective this 1<sup>st</sup> Day of April, 2017.

I pray that all the faithful will join me in abiding by this policy and that we can all work together in safety and faithfulness in building up the Kingdom of God.

Sincerely yours in Christ,

A handwritten signature in blue ink that reads "Fr. Anthony A. Dinovo, Jr." The signature is written in a cursive style with a large, looped initial 'F'.

Fr. Anthony A. Dinovo, Jr.

Revised: 6/26/17

## **PURPOSE OF ST. MICHAEL PARISH FACILITIES**

The purpose of our facilities is to celebrate the good news of Jesus Christ and to serve the needs of our Catholic community. Our facilities are a sacred religious place. At all times, respect should be given for the principles of the Catholic Faith in the manner in which anyone uses our facilities.

In order to maintain the sacred nature of our facilities, they may never be used in a manner that contradicts the tenets and principles of the Roman Catholic Church. These prohibited uses include, but are not limited to:

1. Events that celebrate actions and rituals that are contrary to the teachings of the Roman Catholic Church\*,
2. Events that support behavior that is contrary to the teachings of the Roman Catholic Church,
3. Events that promote conduct, products and activities that are contrary to the tenets and principles of the Roman Catholic Church,
4. Conduct that is not in keeping with civil laws and regulations, and
5. Conduct that offends Roman Catholic Church teachings regarding the sanctity of human life.

The primary purpose of this sacred religious place is for use by Roman Catholic Church entities and organizations. However, in the spirit of service to the broader civil community and in spreading the good news of Jesus Christ, we will consider a limited pre-approved use of our facilities by entities and organizations that are not a part of the Roman Catholic Church. These groups must agree that they will respect the sacred religious nature of our facilities and will abide by the guidelines set forth herein.

\*(The teachings of the Roman Catholic Church can be found in “*The Catechism of the Catholic Church*,” which is online at <http://www.vatican.va/archive/ccc/index.htm>),

## **REGULATIONS FOR USE OF FACILITIES**

1. The use of ST. MICHAEL PARISH facilities requires the approval by the Pastor/Principal or their Designee and, in some cases, the submission of a FACILITY USE APPLICATION AND INDEMNITY AGREEMENT (see below). Priority will be given to 1) Diocesan-sponsored activities; 2) Parish/School-sponsored activities; 3) organizations or groups affiliated with the parish which have current pastor approved Constitution/Charter/Bylaws; and 4) other Catholic institutions or programs as approved by the Pastor/Principal or their Designee. Scheduling of all activities shall be approved by the Pastor/Principal or their Designee.
2. Requests from organizations or other entities not described in #1 (e.g., civic groups, or other public or private entities, etc.) will be considered on a case by case basis at the discretion of the Pastor or his Designee.
3. For reasons of accountability and liability, requests by individuals, or groups of individuals not indicated above will not be granted.
4. ST. MICHAEL PARISH has a policy of not renting its facilities for any use. However, wedding ceremonies held in the church require a facility use fee, pursuant to the ST. MICHAEL PARISH Wedding Policy Handbook. Private events will typically not be scheduled at the parish.
5. The serving of food or beverages by any group or FACILITY USE APPLICANT shall be approved, in advance, by the Pastor/Principal or their Designee. At no time shall alcoholic beverages be served at any event without the expressed written consent of the Pastor or his designee. The consumption of alcoholic beverages will never be granted while Mass or other liturgical celebrations are taking place on the premises, for use at funeral luncheons, wedding rehearsals, before or after weddings, baptisms, other sacramental celebrations, on school days up to 6:00pm, or during the Parish School of Religion (PSR) class times.
6. All measures must be taken to follow Fire, Health and Safety codes and regulations. No fire exits may be blocked or hindered in any way. Care must be given so that there are no obstacles that could cause injury to persons. No electrical cords are to be placed in such a way as to create hazards for those present in the facilities.
7. At the conclusion of each activity, any group or FACILITY USE APPLICANT shall be responsible for returning the facility to its original condition. This shall include, but not be limited to, rearranging furniture, taking trash to the dumpster and vacuuming the carpet/floor.
8. Absolutely no decorations or signs are to be attached or affixed in any way to any floors, walls, windows, doors, ceilings or chandeliers, without prior approval by the Pastor/Principal or their designee. All plaques, pictures, icons, etc. affixed to the walls are

permanent parts of the facility and at no time may be removed.

9. Under no circumstances will church equipment or property be removed from the facility.
10. There will be no smoking at the facility, except in designated areas (but not during school hours). The group or FACILITY USE APPLICANT shall be responsible for the enforcement of this policy. Failure to adhere to this provision is grounds for immediate cancellation of the event and/or this agreement.
11. By Diocesan Policy, unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person may possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto the ST. MICHAEL PARISH premises. In addition, no person, other than law enforcement officers, shall possess or bring onto these premises any instrumentality or device that is designed to be used as a weapon of any nature (including, but not limited to knives, clubs, explosives, etc.). Besides law enforcement officers, the only exception to this policy are ordained personnel who own firearms that are maintained in an open, non-concealed manner and are owned solely for the purpose of hunting or as a hobby.
12. The FACILITY USE APPLICANT is responsible for any Liability or Property Damage that occurs as a result of their activity. ST. MICHAEL PARISH and/or the Diocese of Columbus will pursue legal action if warranted. The FACILITY USE APPLICANT must provide ST. MICHAEL PARISH with proof of liability and property damage insurance coverage with limits of at least \$1,000,000 per occurrence. A Certificate of Insurance naming ST. MICHAEL PARISH and the Diocese of Columbus as Additional Insured must be submitted to the Pastor/Principal or their Designee prior to the first scheduled activity. The FACILITY USE APPLICANT shall not change or cancel this insurance without prior, written notice to the Pastor/Principal or their designee. Should the policy be cancelled by the FACILITY USE APPLICANT, ST. MICHAEL PARISH reserves the right to cancel this agreement immediately, without penalty.
13. As an alternative to the requirements of Section 11, the FACILITY USE APPLICANT may purchase Special Event Coverage insurance through Catholic Mutual from the Columbus Catholic Diocese. If choosing this alternative, the FACILITY USE APPLICANT must submit the application and appropriate payment for Special Event Coverage no less than 15 days in advance of their event.
14. If the event or program on Diocesan property entails any parents or guardians of minors (defined as younger than 18 years of age or 21 years or younger for persons who are developmentally disabled) giving over care, custody, or control of their children to others, all adults (defined as 18 years of age or older) working with those minors must have a background check acceptable to ST. MICHAEL PARISH performed and attend a Protecting God's Children seminar prior to commencing any activity at the facility. It is the group or

FACILITY USE APPLICANT's responsibility to assure compliance with this requirement and appropriate filing of paperwork with ST. MICHAEL PARISH. (Contact the Parish Safe Environment Coordinator for information on this process). Individuals, or members of groups and/or FACILITY USE APPLICANT agrees to pay for all costs associated with the background check and training.

15. These regulations may be amended at the discretion of the Pastor at any time.

**FACILITY USE APPLICATION AND INDEMNITY AGREEMENT**

LOCATION: \_\_\_\_\_

[LOCATION is understood to include the Diocese of Columbus]

FACILITY USE APPLICANT: \_\_\_\_\_

DATE(S) OF FACILITY USAGE: \_\_\_\_\_

PURPOSE OF FACILITY USAGE: \_\_\_\_\_

Thank you for inquiring about the use of our Facilities. We also thank you for completing this short FACILITY USE APPLICATION AND INDEMNITY AGREEMENT which will allow us to evaluate your request for use of our facilities.

Please read the attached FACILITIES/SACRED RELIGIOUS PLACE USE POLICY when completing your application to ensure that your proposed usage of our facilities reflects the SACRED RELIGIOUS nature of our facilities. Please ask a ST. MICHAEL PARISH representative if you have any questions regarding your proposed facility use being consistent with our FACILITIES/SACRED RELIGIOUS PLACE USE POLICY. In addition, please read our REGULATIONS FOR USE OF FACILITY as it outlines our policies for all who use space in our facilities. By signing this APPLICATION, you agree to adhere to our Regulations should your APPLICATION be approved.

In consideration for ST. MICHAEL PARISH agreeing to evaluate the FACILITY USE APPLICATION AND INDEMNITY AGREEMENT, FACILITY USE APPLICANT agrees to protect, defend, hold harmless and fully indemnify ST. MICHAEL PARISH for any claims or cause of action whatsoever arising out of the facility use application process whether such claim arises from the alleged negligence of the ST. MICHAEL PARISH, it's employees or agents or the negligence of any other party. FACILITY USE APPLICANT agrees to indemnify, protect, defend and hold harmless ST. MICHAEL PARISH for any cause of action whatsoever of alleged discrimination.

Should the FACILITY USE APPLICATION AND INDEMNITY AGREEMENT be approved, FACILITY USE APPLICANT promises to indemnify and save ST. MICHAEL PARISH harmless from any costs, damages or liability which may arise in any way from use of the facility by FACILITY USE APPLICANT. The FACILITY USE APPLICANT agrees that if any portion of the building in which their activities occur is damaged during such activity, the FACILITY USE APPLICANT will pay to ST. MICHAEL PARISH upon demand the amount necessary to completely restore the facility to its original condition.

The FACILITY USE APPLICANT hereby assumes full responsibility for the character, acts and conduct of all persons at the event.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

NAME (Please print): \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

(Must be an official agent of FACILITY USER)

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

NAME (Please Print): \_\_\_\_\_

DATE: \_\_\_\_\_