

**LITTLE FLOWER PARISH
FACILITY GUIDELINES FOR PRIVATE EVENTS**

1. Reservation requests must be submitted in writing. Refer any questions to the Parish Office, 541-5560. Person in charge of the event must sign a hold harmless agreement and provide liability insurance. Liturgical/church events take precedence over all others. Therefore, there will be no events scheduled between 3:00 p.m. and 6:00 p.m. on Saturdays. Early Saturday events must be finished by 3:00 p.m. Sunday events cannot start before 12:30 p.m.

2. Shared Use Agreement for the Parish Center:

- Weekdays:
 - Southwest Ohio Preparatory (SWOP) School has exclusive use of the Parish Center from 4-9:00 p.m. on Wednesdays and Fridays.
 - Little Flower Parish/Our Lady of Grace School has exclusive use of the Parish Center from 4-9:00 p.m. on Mondays, Tuesdays and Thursdays.
- Weekends:
 - SWOP School has exclusive use of the Parish Center on Saturdays from 1-4:00 p.m. and on Sundays from 4-9:00 p.m.
 - Little Flower Parish/Our Lady of Grace School has exclusive use of the Parish Center on Saturdays from 8:00 a.m.-1:00 p.m. and on Sundays from 12:30-4:00 p.m.

3. Liability Insurance Requirement – The Archdiocese of Cincinnati requires that all private or non-parish sponsored events held on parish campuses and facilities must provide liability insurance coverage with a minimum limit of \$1,000,000.00. The individual or group renting the facility can provide a certificate of insurance from their own insurance carrier. **The Certificate of Coverage must include in writing, St. Therese Little Flower Parish, the Archbishop of Cincinnati, and the Archdiocese of Cincinnati as additional insureds.** If you are unable to obtain this coverage from your insurance carrier you may purchase special events liability insurance from the Archdiocesan provider of risk management, Arthur J. Gallagher. Contact the Parish Office for more information.

4. Alcoholic beverages - the rules regarding alcoholic beverages apply to all social functions and rentals.

OHIO STATE LAW:

- **A permit from the State of Ohio Liquor Control is required if a qualified organization intends to provide beer, or intoxicating liquor (wine, mixed beverages of spirituous liquor) either for sale by the drink or through the use of an entrance fee, cover charge, etc.**
- A person must be 21 to consume alcoholic beverages.
- A person must be at least 19 to serve alcoholic beverages.
- A person may not serve anyone believed to be intoxicated.
- A person may not serve anyone believed to be under the legal drinking age.
- A person may not serve anyone who is going to give a drink to someone who is underage or intoxicated.

ADDITIONAL PARISH RULES REGARDING ALCOHOLIC BEVERAGES:

- Alcoholic beverages must be consumed within the designated rental area and only during approved functions.
- Alcoholic beverages may only be served during the hours the event is scheduled. Once the event has ended no alcohol can be served.

- The person in charge assumes all responsibility in connection with serving alcoholic beverages. A hold harmless agreement must be on file prior to the event.
- Ordering and arrangements for alcoholic beverages at private parties is the responsibility of the person renting the facility. The parish cannot order or provide alcoholic beverages for private parties.
- Alcoholic beverages may not be sold at any private party.

5. Decorations

- Temporary decorations are permitted providing they do not damage the finish or the surfaces to which they are attached.
- No confetti, glitter, rice, birdseed, sand, water, mulch or other materials that could bleed through, stain or damage the floors, tables or walls are permitted.
- Removal of decorations is the responsibility of the users and all decorations and personal items must be removed immediately following the event. Anything remaining will be discarded.

6. All facilities are non-smoking. There is to be **NO SMOKING** in any building.

7. Access to the Parish Center is through fingerprinting no later than 4:00 PM on the day of the event; no later than Friday at NOON for weekend events. **To maintain building security, after everyone attending your event arrives, the building entrance doors must be locked.**

8. Special needs should be discussed with the parish Business Administrator at least two weeks prior to the event.

9. Participants are limited to use of the designated rental area. No one may enter any other area of the building.

10. Set up and cleanup is the renter's responsibility. Garbage/recycling must be taken to the dumpster/recycling dumpster. The restrooms must be clean.

11. Children must be supervised and controlled by their parents, or the adult supervisor of the activity.

12. FEES MUST BE PAID IN FULL TWO WEEKS PRIOR TO THE EVENT.

13. A security deposit of \$250.00 is required for private event bookings in the Parish Center. This deposit will be returned after a satisfactory inspection of the Parish Center within 24 hours following your event. The security deposit must be paid within one week after receiving confirmation of your reservation (with first half of rental fee).