



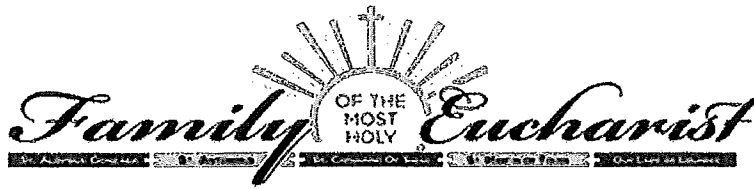
SCHEDULING POLICIES

Parish sponsored or parish related activities (meetings, practices, games, etc.) should not be scheduled on or off FMHE parish grounds at the following times:

- During the preparation for and celebration of the anticipated Mass on any given day (1 hour before Mass and 1 hour after Mass)
- Holy Days of Obligation, including: Solemnity of Mary (Jan 1), Assumption of Mary (Aug 15), All Saints Day (Nov 1), Feast of the Immaculate Conception (Dec 8), and Christmas Day (Dec 25)
- During the celebration of the Sacrament of Confirmation
- January 22 (or January 23 when January 22 falls on a Sunday); Day of Prayer for the Legal Protection of Unborn Children in all dioceses of the United States of America. This day shall be observed as a particular day of prayer for the full restoration of the legal guarantee of the right to life and of penance for violations to the dignity of the human person committed through acts of abortion. FMHE Parish sponsored or FMHE Parish related events which represent the nature of the day may be scheduled with the permission of the pastor or his designee.
- Ash Wednesday, a universal day of fast and abstinence
- During the Paschal Triduum—Holy Thursday through all of Easter Sunday
- On the evenings of a FMHE Parish Mission

Additional Scheduling considerations:

- No “major” events are to be scheduled during Holy Week
- If the schools FMHE are closed for inclement weather, please check the website for further updates
- All events and meetings must be scheduled by the FMHE Facilities Department at least 1 week in advance. For the safety of everyone, impromptu meetings or gatherings are not allowed
- Only the Pastor or his designee can make exceptions to this policy.



POLICY FOR ALL FMHE CAMPUS BUILDINGS

1. Concealed weapons, distribution of political materials, placing flyers on cars in the parking lot, and smoking are prohibited.
2. All religious material or pamphlets for sale or distribution must be reviewed by the pastor or a member of the Family Leadership team.
3. Archdiocesan child protection policy, **Safe Parish**, 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 Safe Parish trained and approved before an event is scheduled. EVERY child must be supervised, remain in designated areas, and not allowed to run freely throughout the campus.
4. **Please obey** the posted speed limit signs and arrows. Cars parked illegally, in fire lanes, or in any other marked spot, may be ticketed and/or towed, with or without warning at the owner's expense.
5. **Alcoholic beverages** are not permitted on our campuses without prior authorization from the pastor or family leadership team member. If the user charges for alcohol, whether separately or as part of the price of admission, the user **MUST** obtain a liquor license from the state of Ohio. The 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 the facility when you leave. A copy of the temporary State of Ohio Liquor License must be provided to the team member overseeing the event prior to the event. Also, please see our Alcohol Server Knowledge form, the Alcohol policy form, and the Temporary liquor permit instructions for further information.
6. **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 the damage incurred. Any damage should be reported to the Facility Site manager or the Director of Facilities ASAP.
7. **Facility Indemnification** for Approved Private Events: Parish family insurance does not cover losses that may occur on parish family property by a group or individuals utilizing parish family facilities. The user must indemnify the parish family and the archbishop by listing both as additional insured bodies on the user's policy for the period of time the facilities are being utilized. An event indemnity policy is required for all private event rentals.

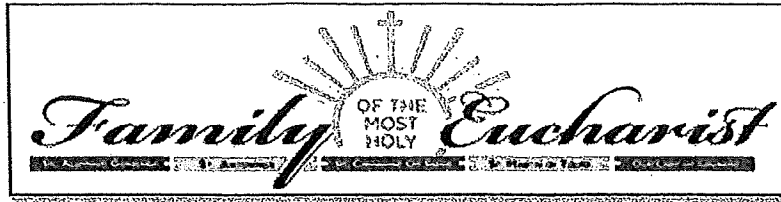
8. **Supplies** provided by FMHE include basic cleaning products and garbage bags. Members of your ministry or your organization must be present to receive deliveries. Deliveries will NOT be accepted by parish staff. Anything brought in for an event should be removed immediately after the event.
9. **Fire Alarms:** A pull of the actual fire alarm (the fire alarm lever is in the pulled down position) results in audible sounds and visible flashing lights. Once this happens, the fire department is automatically dispatched, even if it is a false alarm. Evacuate the building, meet the fire department personnel upon their arrival in the parking lot.
10. **Evacuation Plans** are located in every room above the light switch in the event of an emergency.
11. **Closing:** all evening events should conclude by 10:00pm and the building vacated by 10:45pm the user should check all areas of the building for concealed persons, turn out all lights, and close doors. The room should be put back exactly as you found it prior to your event.
12. **Alarm:** all meetings and events are scheduled with an assigned time and location. The alarm is set to this master schedule and if ministries or 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 ministry or organization.
13. Property of the Family of the Most Holy Eucharist or any of its ministries may not be removed from the campuses.

CHURCH GATHERING SPACES

All areas of the gathering spaces are for official FMHE parish usage only. The monitoring of these areas is the responsibility of the leadership team. If you would like to display your ministry's materials, please contact the appropriate leadership team member. Unapproved materials will be discarded without notice.

Our Gathering Spaces are not available to "outside" organizations without prior approval of, and at the discretion of, the Pastor or Leadership Team Member.

Absolutely no distribution of material or selling before Masses.



SCHEDULING REQUEST FORM

revised April 2024

Today's Date: _____ Ministry/Organization: _____

Category: Meeting / Event # of Attendees: _____

If event, What type?: (bake sale, dance, raffle, etc.) _____

Will there be a fee to attend or will money be collected: Yes / No

If yes, which charity or organization will receive the funds: _____

Date(s) requested: _____ Frequency (1 time, weekly, monthly): _____

Start time: _____ am/pm End time: _____ am/pm ****doors will open 30 minutes prior to the start time and lock at the requested end time. If set up time is requested, doors will open at the set-up time listed. If you leave prior to the listed end time, please call the facility manager and they will lock doors remotely.**

Set-up time required: Yes / No Date/time for set up: _____ Date/time clean up: _____

Area / rooms requested (be specific): _____

Will alcohol be served? Yes / No

Resources requested: _____

Contact Person: _____

Phone: _____ Email: _____

Notes:

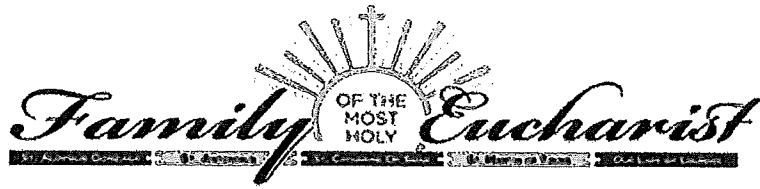
Refer to www.fmhe.org for scheduling and usage policies before submitting this form.

Your request is not finalized until you receive a confirmation email.

If you will be using the gym and/or kitchen, you must meet with a facilities team member 2 weeks prior to your event. Contact Larry Witsken 513-532-8171

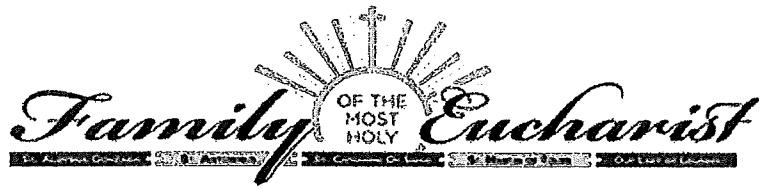
Questions? Contact Larry Witsken 513-532-8171 or Amy Faillace 513-922-0715 ext. 3321.

PLEASE RETURN TO THE FMHE PARISH OFFICE



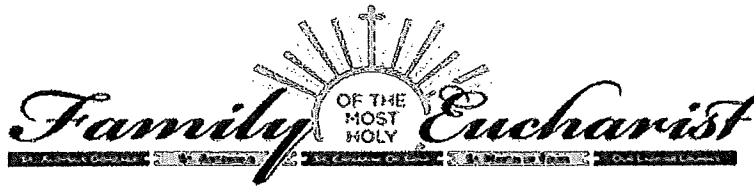
FMHE SCHEDULING PRIORITY

1. Liturgy and Sacraments
2. School
3. Ministries
4. Athletics and socials
5. Private events



NEW MINISTRY FORMATION GUIDELINES

1. **Pray** for guidance from the Holy Spirit.
2. **Write** down your thoughts into a preliminary proposal which will be used in your initial conversation with a member of the Leadership Team. Consider the following questions:
 - Name of proposed ministry
 - What is the mission or core purpose of this ministry?
 - Are the ideals of this ministry consistent with the ideals of Catholicism?
 - Is this ministry affiliated with other groups or national organizations?
 - Is there a need within the parish family for this ministry?
 - Who will this ministry serve?
 - What are the benefits of the ministry to the parish family?
 - How will the ministry recruit volunteers?
 - Ideally, when will the ministry meet and/or provide their service?
 - What would be required from the parish family in terms of facility, resources, staff, clergy or budget?
 - How will the fruitfulness of the ministry be evaluated?
3. **Call or email** a member of the leadership team who can assist you in the next steps.
4. **Complete a New Ministry Application** form and submit to the appropriate leadership team member.



FUNDRAISING & CHARITABLE EVENTS POLICY

Guiding Principle:

Any fundraising or charitable event should be done so with the FMHE Parish Mission Statement in mind.

Defined Events:

Fundraising Event: an event for which all proceeds in excess of operating costs are intended for the sole use of the identified group the event benefits.

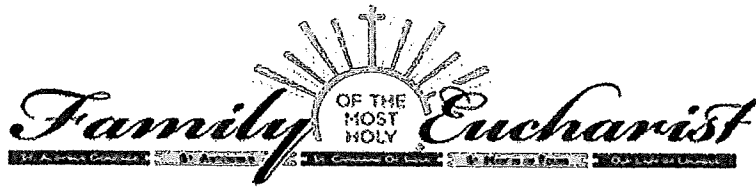
- Complete a scheduling request form.
- Pastoral council will make its recommendation to the Pastor.
- The Pastor or his designee will make the final determination.

Charitable Event/Collection: An event for which all proceeds in excess of operating costs or all items collected will be donated to a charitable organization.

- Complete a scheduling request form.
- Pastoral Council recommendation is NOT required.
- The Pastor or his designee will make the final determination.

Complete a Scheduling Request Form:

- A completed form must be submitted to the Facilities Department who will forward the request to the Leadership Team. In the case of a Fundraising event, the Pastor will present the request to Pastoral Council as required by the Archdiocese of Cincinnati's Temporal Affairs document.
- All fundraising events should be submitted no less than 45 days prior to the proposed event to allow ample time for staff and Pastoral Council to review and approve.



ALCOHOL POLICY

This policy provides parameters for all ministries and functions affiliated with the parish family and for those utilizing our parish facilities. It is expected that all participants in these events follow a code of conduct that is consistent with the Catholic values we profess, whether the events are held on or off parish property.

Ministry Meetings:

Due to the frequent presence of various groups of children in our facilities, alcohol is not to be consumed on our campus at any time without the prior consent of the pastor or his designee.

Basic Guidelines:

Alcoholic beverages may not be served, sold or tolerated at any event primarily organized for youth. A *youth event* is defined as any event which would not occur without children, including but not limited to, sporting events, graduations, plays, dances, and award banquets. Aside from these, the parish family is permitted to serve or sell alcoholic beverages at events provided the parish family has complied with the laws of the state of Ohio.

Ohio Liquor Laws:

Specific instructions and regulations for the sale and consumption of alcohol may be found under *Ohio Department of Commerce -Temporary Permits Guide*

Note:

“BYOB” events require a liquor permit if you are charging an admission fee.

Alcohol Consumption:

Events such as wedding receptions and private parties may serve alcohol without a liquor permit. However, when alcohol is to be sold, or when alcohol will be served and an admission is charged, the user must obtain a liquor permit 30 days prior to the event from the state of Ohio. Users requiring a liquor permit must provide a copy of the liquor permit to the leadership team member overseeing the event. There are NO exceptions to this policy. Your event will be cancelled if you choose not to follow state law.

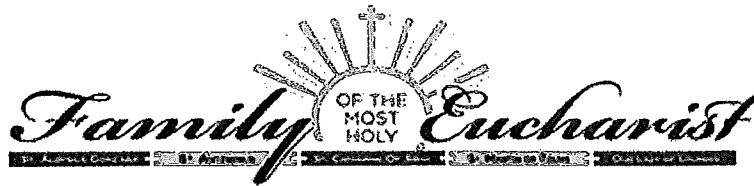
Facility Indemnification for Private Events:

Parish family insurance does not cover losses that may occur on parish family property by a group or individuals utilizing parish family facilities. The user must indemnify the parish family and the Archbishop by listing both as additional insured bodies on the user's policy for the period of time the facilities are being utilized. An event indemnity policy is required for all private event rentals.

Alcohol and Gambling:

Only two events are permitted per year, per parish that combine gambling and the sale or consumption of alcohol. Gambling and the rules regarding gambling and alcohol consumption are governed by the Ohio Department of Charitable Gaming. Additional information may be found on The Catholic Conference of Ohio's website www.ohiocathconf.org

Every parish family ministry and user must comply with all government laws and licenses regarding the sale and use of alcohol.



TEMPORARY LIQUOR PERMIT INSTRUCTIONS

A temporary liquor permit must be obtained from the state of Ohio if you choose to sell alcohol by the drink or as part of the price of admission for your event. It is unlawful to serve an unlimited number of drinks for the price of admission. Complete liquor laws and rules may be found at *Temporary Permits Guide-Ohio Department of Commerce*.

IMPORTANT NOTES:

- Alcoholic beverages must be purchased from a brewery, winery, or wholesale distributor.
- Donation of alcoholic beverages is prohibited.
- No personal alcoholic beverages may be brought onto parish family property, including volunteers.
- Volunteers must purchase alcoholic beverages; no free drinks are permitted.
- Alcoholic beverages may not be included as prizes in a raffle of silent auction with certain permits. Be sure you understand each permit's regulations.
- Alcoholic beverages must be sold and consumed within the defined premises on the permit
- It is illegal to allow patrons to remove or consume alcoholic beverages outside the defined premises on the permit.
- No alcohol may be consumed after 1:00am
- Permit must be posted.

TYPICALLY USED TEMPORARY PERMITS:

- F (\$40) permits allow the sale of beer only—limited to a 5 day event, 2 permits per 30 day period
- F-2 (\$150) permits allow the sale of beer, wine, mixed beverages and/or spirituous liquor—limited to a 4 day event, 1 permit in any 30 day period.
- F-6 (\$50) permits allow the sale of wine only.

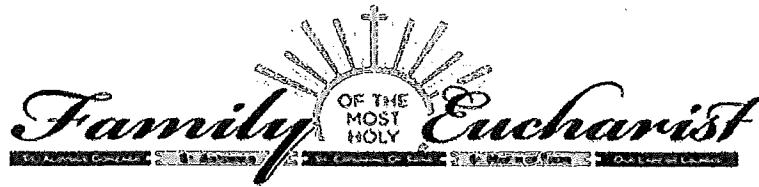
APPLICATION PROCESS:

1. Visit Liquor Control (DOLC)—Ohio Department of Commerce.
2. Click on Temporary Permits in the left column.
3. Click on applications and forms in the left column.
4. Click on the appropriate form for your event.
5. The forms are fillable for most of the information. Complete it as much as you are able, print, and bring to the FMHE parish office for completion. Your signature must be notarized.
6. The permit must also be signed by our pastor.
7. The permit is then dropped off at the appropriate police department for signature. This may take up to several days.
8. After the forms are completed and received, make a copy for yourself, and mail the originals with a check to the address on the permit.



ALCOHOL SERVER KNOWLEDGE:

- The ID should be checked at point of sale—that is the actual person who serves the alcohol, not the person supplying the wristbands or selling tickets.
- If you believe an ID is fake, ask the year they graduated high school or their age to confuse them.
- Check that the license has not expired.
- Compare their eyebrows, eye color, and nose to the photo—this area of the face never changes.
- Do NOT serve a person who is obviously intoxicated.
- Limit 2 drinks per person per purchase.
- Servers must be 21. FMHE guideline, not state law.



INCIDENT REPORT

Date of Incident: _____ Time of incident: _____

Name of person completing report: _____

Specific location of incident: _____

Was 911 called? _____ police _____ EMS _____ Fire Dept. _____ if so, when and where may we obtain the report: _____

Who was notified? ___ clergy ___ staff ___ other Name: _____

Type of Incident: ___ property damage ___ personal injury ___ illness ___ other

Describe incident in detail:

Person or persons involved in incident:

Name _____

Address _____

Phone # _____

Name _____

Address _____

Phone # _____

Name _____

Address _____

Phone # _____

Name _____

Address _____

Phone # _____

Witnesses:

Name _____

Address _____

Phone # _____

Name _____

Address _____

Phone # _____

Name _____

Address _____

Phone # _____