



BUILDING POLICIES
St. Paul the Apostle Orthodox Church
4451 Wagner Road
Dayton Ohio 45440

ALCOHOL: No alcohol, with the exception of wine for liturgical use, shall be consumed within the building, in the parking lots, or on the Church property without prior written approval from Parish Council. Members of the Parish may request permission to consume alcohol in conjunction with an event not organized by the church, such as a wedding reception; consumption of alcohol is limited to the Fellowship Hall. For events where alcohol consumption is requested, please provide the following in your request:

- Application for Event Insurance (minimum amount of \$100,000 and proof of insurance required prior to the event)
- Types and approximate quantities of alcohol (wine, beer, liquor, etc.)
- Serving method (individually served, open bar, etc.)
- Identify and designate a Parish Member responsible for control of the alcohol at the event

The purpose of this policy is to allow Members of the Parish to consume alcohol in an organized, responsible manner and to avoid litigation.

SMOKING: No smoking is allowed within the building or adjacent to entry doors. Smoking is permitted in designated smoking areas in the patio and sidewalk. The purpose of this policy is to provide a comfortable environment for all Parishioners.

USE OF THE BUILDING: Beyond liturgical functions and work performed by contractors, use of the building is limited to Members of the Parish or organizations Members of the Parish sponsor. Please forward a request to the Parish Council prior to use. The Rector does not have unilateral authority to grant permission for Building use. A schedule of Fellowship Hall use is maintained in the Office. First come, first served. Liturgical functions take precedence at the discretion of the Bishop. Additional policies follow:

- Observe Local and State of Ohio laws
- Observe Alcohol and Smoking policy
- Parish Member or Sponsor must be present at all times
- Parish Member or Sponsor must clean-up immediately after the event
- A Use fee and Clean-up fees may apply
- Sponsored organizations must present proof of liability insurance

The purpose of this policy is to ensure all Members of the Parish have equal opportunity to use the building. Also, the policy is to allow those activities that are in the spirit of Orthodoxy and respect the sacredness of the Sanctuary and decorum of the Fellowship Hall. The purpose of the Use fee is to defray building maintenance and the purpose of the Cleaning fee is to provide for professional cleaning of the floors; the Parish Member or Sponsor is responsible for clean-up before leaving the building. Fees will be based on anticipated uses. It is not the intent to “rent” the Fellowship Hall for profit.

ACCESS: Access to the building, outside of normal liturgical function hours, is limited to the Rector, Parish Council members, and those who have legitimate functions or activities to perform. Parish members may use the building for Council approved activities but a Parish Council member will be needed to gain building access. Access is controlled by a key and alarm system. Parish Council determines who has access. The Rector does not have unilateral authority to grant access. The purpose of this policy is to have control over access to the building and minimize the number of people with the codes to the alarm system.

BEAUTIFICATION: Our Parish is composed from a wide spectrum of Orthodox and American backgrounds and tastes. The likes and dislikes of individual parishioners can be very profound and have a deep impact on their spiritual lives. The beautification of the building is an ongoing process. In order to maintain an orderly beautification of the Sanctuary and to preserve a community approach, please request permission from the Parish Council before donating any item. You may also make a donation to the Icon Fund or the Building fund. The purpose of this policy is to as a community decorate our building. This policy is not intended to slight the tastes or spiritual needs of any individual but to further foster our community.

St. Paul the Apostle Orthodox Church - BUILDING USE REQUEST

Instructions: Please fill out the requested information below. In the comments section, please indicate if the event is a single or recurring event. If your function involves an organization, please indicate and provide a copy of the organization's liability insurance policy. A reservation or clean-up fee may apply. If a block does not apply, mark it N/A.

Activity Title:	Date(s)/Time(s) of Function	Date of Request:
Requester:	Requester Home/Work Phone	Organization (if applicable):
Insurance Provider:	Food (Yes/No):	
Alcohol Use (Yes/No)	Types of Alcohol (Wine, etc.)	Alcohol Serving Method (Toast, Open Bar, etc.):
Alcohol Use Covered by Event Insurance (Yes/No):	Parish Member to Monitor/Ensure Compliance with Alcohol policies:	
Comments:		

Approved (Yes/No):	Date Approved/Disapproved:	Reason for Disapproval:
Usage Fee (\$0- \$250):	Clean-up Fee (\$0- \$250):	Comments:

Council Approving Officer Signature Date

By signing below, I affirm that I have read and understand the building policies for St. Paul the Apostle Orthodox Church. I understand that I will be solely responsible for set-up and clean-up for the event. If I am issued keys and/or a temporary alarm code, I am responsible for the building's security. I also hereby release St. Paul Orthodox Church, its Parish Council and members, and the Diocese of the Midwest and the Orthodox Church in America from all responsibility from any and all damages resulting directly or indirectly from use of the Fellowship Hall and/or alcohol consumption therein.

Printed Name Signature Date