

### 3.2 Appendix: Facilities (Internal & External Grounds)



**FACILITIES POLICIES  
(Internal & External Grounds)  
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. The written permission for church organized events is done through the event organizers' communication to Parish Council preceding the event (i.e. annual picnics, parish anniversary, and Paschal celebrations etc). 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 and patio. 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). Event Insurance can be obtained from the host's insurance company and is not provided by St. Paul's insurance. Keep in mind the Event Insurance can provide coverage for a whole range needs beyond alcohol. Caterers that provide and serve alcohol are liable and required to be insured and provide proof of insurance.
- Types and approximate quantities of alcohol (wine, beer, liquor, etc.)
- Serving method (individually served, open bar, etc.)
- If the alcohol is not provided by a caterer, the sponsor shall 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 or vaping is allowed within the building or adjacent to entry doors. The Parish has defined the parking lots as the designated smoking and vaping areas. The purpose of this policy is to provide a comfortable environment for all Parishioners.

**USE OF FACILITIES (INTERNAL & EXTERNAL GROUNDS):** Beyond church sanctioned events 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 (two months prior is recommended). The Rector does not have unilateral authority to grant permission for Facility use. A schedule of Facility 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 ensure clean-up immediately after the event
- A fully refundable deposit will apply. The deposit check may be held and returned, or destroyed, pending satisfactory inspection after the event. A joint inspection will be completed after the event by the Sponsor and a Parish Council appointed representative. If the Facility is not returned to its original condition the

deposit will be used for the appropriate cleaning or repairs with any remaining balance returned to the sponsor.

- 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.

**FACILITY USE REQUEST FORM (attached) & DEPOSIT:** A deposit and application form is required for any non-church sanctioned event or any event which includes alcohol. Examples of non- church sponsored events include: wedding reception, birthday party, graduation party, open house, wedding, anniversary party, retirement party, play group, etc. The deposit amount is \$500 for indoor use, \$100 for outdoor (patio, play set, or fire pit) and \$500 for both.

Neither a deposit nor application form is required for a church sanctioned event that does not include alcohol. Examples include reception/coffee hour following liturgy, matins, vespers, Pascha, bible study, baptism, chrismation, funeral, etc.

**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 - FACILITY USE REQUEST**

**Instructions:** A deposit and this form is required for any non-liturgical event or any event which includes alcohol. 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. 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):  |   |
| Facilities Requested, circle all that apply                      |   |   |
| Fellowship Hall    Patio    Play Set    Fire Pit    Other: _____ |   |   |
| 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: |
| Deposit (\$500 indoor, \$100 outdoor, \$500 both): | 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



A Parish Council appointed representative will discuss the use of the facility and review the facility checklist, provided separately, before the event and provide listed items for use during the event. These items will be returned after the event in the condition they were received.

**Fellowship Hall**

Discussion topics

- Tables and chairs are to be returned to their original condition
- Location and use of rest room supplies
- Kitchen items to be used
- Location of first aid kit
- Location of cleaning supplies
- Contact numbers: Sugarcreek Fire Department, Sugarcreek Policy Department, security company (alarm system)

**Play Ground**

Discussion topics

- Equipment Safety
- Contact numbers: Sugarcreek Fire Department, Sugarcreek Policy Department, security company (alarm system)
- Access to restrooms facilities
- Location of first aid kit
- Location of cleaning supplies
- Adult supervision requirements. Minimum of 1 adult per family.
- Location of the creek and other local hazards

**Fire Pit**

Discussion topics

- Fire safety
- Contact numbers: Sugarcreek Fire Department, Sugarcreek Policy Department (937-848-7344)
- Responsible observers
- Location of first aid kit
- Firewood limited to dead and down wood on St. Paul property, or purchased firewood bundles. No treated wood or plastic products.

Supplies

| Item            | Check Out | Check In |
|-----------------|-----------|----------|
| Shovel          |           |          |
| 2 Water Buckets |           |          |
| Sand Bucket     |           |          |
|                 |           |          |
|                 |           |          |
|                 |           |          |