
St. Jude, Cincinnati, Ohio
Facility Use Policy - Gyms

The Facility Use Policy is designed to insure that the utilization of St. Jude Parish's facilities and fields are aligned with the needs of the Parish and its Athletic Association, by providing for attractive and functioning facilities that are available for St. Jude's School, Athletic Association, PTO, and Parish events, as well as make the facilities available, when appropriate, to our partner parish and external users.

In order to accomplish that goal, there must be reasonable guidelines and rules enacted to avoid injury, misuse, scheduling conflicts, and damage. The following is the policy that governs the use of gyms.

SCHEDULING

St. Jude athletic facilities are scheduled utilizing Google's calendar feature. Each time slot on the calendar is referred to as an "event", which can be either one-time or recurring. The following conditions apply:

- The Gym Director (or their designee) will have access to the applicable Google calendars for the scheduling of facility uses, being able to add and delete events for all coaches.
- Gym Director (or their designee) has the authority to schedule events for use by the school, Athletics Association, PTO, and Parish, with the following conditions:

- ⊙Recurring events must be approved by the Gym Director in conjunction with the respective sports program coordinators.

- ⊙For indoor sports programs, one-time weekday events for gym time must be requested twenty-four (24) hours in advance of the event with the Gym Director (please also refer to the "One-Time Event Scheduling Process" section for additional information).

- ⊙For outdoor sports programs, one-time requests of gym time on the day of event can be approved by the Gym Director (please also refer to the "One-Time Event Scheduling Process" section for additional information).

- Gym operating hours for athletic use:

- ⊙The "Old Gym" is available: Monday - Friday from 5pm - 11pm

- Saturday & Sunday from 7am to 10pm

- ⊙The "New Gym" is available: Monday - Friday from 4:00pm to 11:00pm

- Saturday & Sunday from 7am to 10pm

- ⊙The gyms will be unavailable during Mass and on Roman Catholic holy days of: Ash Wednesday, Palm Sunday, Holy Thursday, Good Friday, Holy Saturday, Easter, Assumption of Mary, All Saints Day, Immaculate Conception and Christmas. Additionally, the gyms will not be available on days when school is cancelled.

- Ending times for gym use will be dictated by age group:

- ⊙Kindergarten – 4th Grade: Activities must end by 8pm

- ⊙5th & 6th Grade: Activities must end by 9pm

- ⊙7th & 8th Grade: Activities must end by 10pm

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Ⓞ9th – 12th Grade: Activities must end by 11pm

FACILITY ACCESS

At the discretion of the Athletics Association President, access to a facility(ies) can be through the use of an electronic access key card. If that is the manner in which access is to be made, the access card holder will be required to provide the Athletics Association with a security deposit to insure that the access card is returned. If the access card is used and returned appropriately, the card holder will be refunded their deposit.

It should be noted that if the deposit is made in the form of a check, that the check will be cashed and not held.

ONE-TIME EVENT – SCHEDULING PROCESS

Coaches are asked to access (no login required) the St. Jude Facilities Calendars at <https://sites.google.com/site/sjaacalendars/> to view facility availability.

•The Coach emails their event request to sjaacalendar@gmail.com with the subject of “<SPORT> Request”. Please insert the respective sports program in the <SPORT> area (i.e. Volleyball Request) so that the message is quickly addressed and to insure that any applicable priorities will be taken into consideration.

ⓄGym Director (or their designee) will provide the requesting coach with a return message indicating whether the request has been either approved or denied.

ⓄIf approved, the Gym Director (or their designee) will immediately add the event to the appropriate calendar (which updates <https://sites.google.com/site/sjaacalendars/> website) so that the use calendar is always up-to-date.

PRIORITY EVENT BOOKING

The following is the priority use schedule by use area (in order of priority):

1. **School, PTO, and Parish** events must be booked by the first of September for the following school year in order to receive priority.
2. **Indoor Sports**, in season, will be provided the next choice on gym availability:

ⓄSports Program Coordinators will provide the Gym Director the names of the sports-program coaches and season time frame two (2) weeks prior to start of season. That information it will be added to the appropriate gym calendar.

ⓄOverlap of sports seasons are divided by day and gym location in advance via a meeting between sports program coordinators, St. Jude Athletic Association President and Gym

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Director. This meeting will occur on the same day of the St. Jude Athletic Association September meeting

⊙ Indoor sports programs include and are in season:

- ◆ Girls Volleyball - October (late) – January (late)
- ◆ Boys Basketball, November (early) – February (late)
- ◆ Girls Basketball, January (late) – April (mid)
- ◆ Boys Volleyball, February (early) – May (late)

3. **Outdoor Sports** will be provided time on a first-come first-serve need-based basis.

⊙ It will be assumed that once the weather breaks in spring, baseball and lacrosse those practices will be conducted outside.

⊙ Priority will be given to those teams having outdoor practices canceled due to inclement weather.

⊙ Outdoor sports programs include and are in season:

- ◆ Baseball, February (late) – June (late)
- ◆ Cheerleading, August (early) – November (early)
- ◆ Football, July (mid) – November (early)
- ◆ Lacrosse, January (late) – May (early) season
- ◆ Soccer, August (early) – December (early) season
- ◆ Track, March (early) – May (late) season

4. **External Parties** can use St. Jude athletic facilities when the following conditions apply:

⊙ The use does not conflict with the use of the facility by either of the higher priority groups.

⊙ Permission is received, in writing, from the St. Jude Business Manager

⊙ Signing the required release of liability.

⊙ Having valid liability insurance coverage that insures the user and St. Jude Parish (named as 2nd Insured) from claims that may arise specifically from the type of activity that they are engaging in as well as the use of the facility for that activity.

⊙ Payment, in advance, of the negotiated rental fee that will be established in advance of the use.

⊙ The user will be responsible for setting-up, removing, and cleaning for the event. Any post-event cleaning, facility damage, and/or need for special services or equipment will be at the expense of the user.

⊙ Those involved in the hosting, promoting, or managing the use must; 1. Not be prohibited under Ohio law from associating with youth. 2. Successfully passed the Archdiocese's child protection background check & prevention course. 3. Successfully passed any required training necessary to coach youths in the State of Ohio and/or within the Archdiocese of Cincinnati.

Uses in which any portion is in conflict with the mission and/or teachings of the Roman Catholic Church, the Archdiocese of Cincinnati, and/or St. Jude Parish will be prohibited.

SPORTS PROGRAM COORDINATORS RESPONSIBILITIES

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Sports Program Coordinators will be responsible for the following:

- ⊙ Providing a schedule of game dates and times to the Gym Director
- ⊙ Set-up and re-set the facility. Equipment may be left in place over a weekend, if there are no other uses scheduled for the facility.
- ⊙ Clean the gym, hallways, and bathrooms after use.
- ⊙ Insure that users have at least two (2) responsible adults who: 1. Are not prohibited under Ohio law from associating with youth. 2. Successfully passed the Archdiocese's child protection background check & prevention course. 3. Successfully passed any required training necessary to coach youths in the State of Ohio and/or within the Archdiocese of Cincinnati.
- ⊙ Insure that users do not damage the facility in any manner.

This policy so agreed to on October 9, 2013

For the Athletics Association:

Mark O'Neil
G. Hill
Robert P. H.
Patty Hessling
[Signature]
[Signature]
[Signature]
[Signature]

President
Vice President
Treasurer
Secretary
Publicity Director
Equipment Director
Field Director
Gym Director
Governing Director

For the Parish:

Rev. Michael Hoy
[Signature]

Pastor
Business Manager