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

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 fields.

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 Field Coordinator (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.
- Field Coordinator (or their designee) has the authority to schedule events for use by the school, Athletics Association, PTO, and Parish.
- Fields are available when the conditions of the fields are appropriate for use as determined by the Field Coordinator. Unless otherwise authorized by the Athletic Association President, all field use will occur during daylight hours.

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. Football Request) so that the message is quickly addressed and to insure that any applicable priorities will be taken into consideration.

- ⊙Field Coordinator (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 Field Coordinator (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):

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1. **School, PTO, and Parish** events will try to be booked by the first of September, but can be changed by Pastor to accommodate something unforeseen before the following school year in order to receive priority.
2. **Outdoor Sports**, in season, will be provided the next choice on gym availability:
 - ⊙ Sports Program Coordinators will provide the Field Coordinator 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.
3. **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 and providing necessary insurance coverage.
 - ⊙ 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

Sports Program Coordinators will be responsible for the following:

- ⊙ Providing a schedule of game dates and times to the Field Director
- ⊙ Set-up and re-set the facility. All equipment must be secured in approved areas.
- ⊙ 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.