

POLICY FOR USE OF OMOS FACILITIES AND BUSINESS ACCOUNTS

SCHEDULING

- Routine events including auxiliary meetings or social events, ball practices and recurring ministry gatherings are to be scheduled through the Parish Secretary.
- All other events including those that involve fundraising, alcohol, gaming or private rentals are to be scheduled through the Business Manager. Rental contracts must be executed for any user outside of OMOS and its auxiliaries. Certificate of appropriate insurance coverage must be provided or purchased through Catholic Mutual at the time of contract signing. Refer to Facility Rental Overview and Rental Contracts for specific terms regarding rentals.
- Non-gaming events require 4 weeks scheduling notice (subject to availability).
- Gaming events require 6 months scheduling notice (subject to availability).
- No other organization or entity is allowed to hold gaming or fundraising events on OMOS property.
- Inflatables are not allowed at any event (OMOS Summer Festival is the only exception).

RATES

- Private rentals - see rental overview and rental policy documents.
- Sports – when scheduling the gym for practices it is mandatory that coaches' names and contact numbers be furnished to the parish office at the time of scheduling. Coaches assume responsibility for all damage to OMOS property. The hourly rate for sports practice is \$60. Contract and insurance requirements must be met for all non-Archdiocesan entities. Archdiocesan or CSAA entities may receive reduced rates for ongoing usage but only with advance approval by the Pastor.

ALCOHOL

- OMOS follows the State's Alcoholic Beverage Control (ABC) policies, as well as those of the Archdiocese of Louisville, regarding the serving of alcohol at ANY event on OMOS property. These include but are not limited to:
 - For any event lasting more than 4 hours the bar(s) must close one (1) hour before advertised end of event.
 - Only bartenders who have completed the Alcohol Awareness Training Program provided by the Archdiocese of Louisville will be allowed to tend bar for public or private events.
 - **NO ALCOHOL IS TO BE BROUGHT ON PARISH PROPERTY**
 - **NO ALCOHOL MAY BE CARRIED OFF PARISH PROPERTY**
 - **Alcohol may not be given away or raffled off**

CASH, CHARGES AND REIMBURSEMENTS

- Individuals may not engage in verbal or written agreements concerning parish buildings, goods or equipment without the consent of the business office and appropriate documentation.
- All cash must be handled in accordance with Archdiocesan and Parish policy before, during and after any event.
- End of event options and choices should be discussed with the Business Manager prior to event
These may include:
 - Bank's night drop box
 - Rectory front porch night drop box
 - Drop-safe in the gym
 - Special arrangements with parish staff for vault lock up

Except when taking money directly to the bank for deposit, funds should not be taken off campus and NEVER be taken to an individual's residence.

- Cash may never be taken out of receipts for immediate reimbursement of expenses.
- Individuals may charge on parish accounts ONLY with prior consent of the Pastor or Business Manager.
- If you have been given permission to charge on a parish account, invoices must be turned in to the parish office within 48 hours of the charge. Please note on the invoice what the charge was for, where it was used, etc. and provide your name if a signature is not visible on the invoice.
- Individuals may not charge personal items on parish accounts, even with the intent to reimburse.
- Vendor charge accounts are set up and maintained at the sole discretion of the business office. Failure to comply with policies may result in your charge privileges being revoked or vendor accounts being closed.
- Receipts on purchases made by individuals for reimbursement must be turned in to the Business Manager within 10 business days of purchase. Expenses will not be reimbursed without a detailed receipt showing store name and phone number, line by line description of items purchased and any notes regarding reason for purchase. **NO EXCEPTIONS.** Items older than 10 days will not be reimbursed, **NO EXCEPTIONS.**