

**Sylvania Franciscan Village  
Historic Campus Guidelines  
June, 2014**

The original 89 acres, known as the Historic Campus of the Sylvania Franciscan Village, is the home of the Sylvania Franciscan Sisters and a place of spiritual reflection graced with shrines, chapels and a cemetery. The retired sisters and residents often walk the campus or are out in wheelchairs or scooters. The Sisters share their home with Lourdes University. In this intergenerational space, caution when driving or biking, respect for the sacred spaces, for the sisters' living areas and for the entire campus is expected and appreciated.

1. Walking the wooded paths and trails is permitted dawn to dusk.
2. Bicycles are permitted on campus dawn to dusk, but not on dirt paths and trails. Please be aware of the Rosary Care residents and others who may be out walking the campus. To assure the safety of everyone, skateboards and rollerblades and speed bikes are prohibited.
3. Recycling and energy conservation are a priority. Please dispose of your litter appropriately.
4. Photography on the grounds and exterior of the facilities is permitted. Photography of the interior of buildings needs the permission of the person in charge of that facility.
5. For the health and wellness of all, the campus is a smoke-free environment, including e-cigarettes. All use of tobacco is prohibited.
6. Weapons are contrary to our Franciscan value of peace and are prohibited.
7. In general, pets are prohibited. Exceptions are assistant and therapy dogs.
8. Alcohol use, apart from an approved event and private residences, is prohibited. Underage consumption of alcohol is always prohibited.
9. Weddings are not permitted on the campus grounds or in any building including Our Lady Queen of Peace Chapel and the Portiuncula.
10. Emergencies: In case of an emergency, call #911 and then call Security at #411 from any campus phone. If not using a campus phone, call 419-574-3861.

(Put these in handbooks or on Websites as appropriate)

**General Guidelines for Use of Facilities  
Historic Campus of the Sylvania Franciscan Village  
June, 2014**

- A. Scheduling of facilities and the campus is handled by:
- Internal requests for LU and FC – Michelle Buehrer (mbuehrer@lourdes.edu)
  - External requests for FC – Karen Hensley (khensley@lourdes.edu)
  - Sisters’ facilities, Regina Conference Rm- Chris Boratyn (cboratyn@sistersosf.org)
  - Queen of Peace Chapel – Sr. Ann Carmen (acarmen@lourdes.edu)
  - Rosary Care Center – Lois Szabo (lszabo@rosarycare.org)
  - External requests for outside general area-Sr. Janet Doyle (jdoyle@sistersosf.org)
- B. The person(s) planning non-routine events or events involving 50 or more cars, especially those occurring on weekends or evenings, is responsible to notify:
- The Welcome Center (419-885-3211)
  - Security (419-517-8953; mvollmar2@lourdes.edu)
  - Sylvania Franciscan Village (419-824-3533; jdoyle@sistersosf.org)
- C. For Sisters’ facilities and Regina Conference Room, separate work orders for set - up and take-down should be submitted five days prior to the event by the person(s) planning the event.
- F. The scheduler should be informed if an event is cancelled or a tentative date not needed.

Put the following in external contracts:

Guidelines for External Groups Using the Campus

- A. All groups and individuals must reflect Catholic and Franciscan values.
- B. No structural changes may be made to the grounds; e.g. closing entrances. External activities should not impede access to other campus activities.
- C. The grounds must be left clean.
- D. Where appropriate, reverence and quiet should be maintained.