



## **Facility Usage and Scheduling Policies**

Thanks for your interest in using event space at Holy Spirit. Please refer to the following information regarding the facility's usage and policies.

[Facility Usage & Scheduling Policy Introduction](#)

[Priorities](#)

[Scheduling](#)

[Offsite events](#)

[Cancellations](#)

[School and Gym Availability](#)

[Schedule Request Form](#)

[Keys](#)

[Set-Up and Clean-Up](#)

[Special Equipment](#)

[Supplies](#)

[Event Space Issues](#)

[Summer Cleaning](#)

[General Use Instructions](#)

[Campus Safety](#)

[Kitchen Space Use](#)

[Spaces Available](#)

[Event Reminder Checklist](#)

## Facility Usage & Scheduling Policies Introduction

We are blessed at Holy Spirit Parish to have many active ministries and programs for both children and adults. In order to facilitate the usage and scheduling of parish events a policy is established for the good of the community. **Please be sure to read this Facility Usage and Scheduling Policy before turning in your room request form.**

It is a privilege to use our facilities and it is important to respect the fact that this is shared space. Each group is responsible for their own setup and cleanup. Remove all decorations, vacuum and mop floors, if necessary, and empty trash to the outside receptacle. **Tables and chairs should be returned to the way you found them and ready for the next meeting.** Lock up and return keys to the Parish Office. This also means that you should use only the room assigned to you. Don't assume a room is available just because it is not occupied. If you plan to use the gym kitchen please be sure to follow the guidelines posted in the kitchen.

[Back to Top](#)

## Priorities

1. The celebration of Eucharist and Sacraments take precedence over all other activities
2. The second level of priority is for educational and formational programs
3. The third level is for parish organizations, youth activities, athletic association and scouts
4. The fourth level is for community outreach programs such as blood drives and health screenings.

**Parish facilities will not be available for rental by individuals, e.g. wedding receptions, nor for events not sanctioned by the parish.**

[Back to Top](#)

## Scheduling

- Our Calendar year runs from July through the following June.
- The virtual calendar is on the parish website. You can check for availability of space for your event.
- All organizations must resubmit their requests yearly for both one time events and recurring events
- All room requests must be **in writing** using the "Schedule Request form". The form is available for download on the parish website (under quick links at the bottom of the home page) or can be picked up at the parish office.
- Scheduling requests will not be confirmed over the phone. You can call to check on a date however:
  - **No event is approved until a room request is submitted and you receive notification from the parish office that it has been approved.**
- Please return completed forms to the parish office.
- Forms can be dropped off to the parish office, faxed to 314-739-0237 or emailed to [jspinner@holyspiritstl.org](mailto:jspinner@holyspiritstl.org).

[Back to Top](#)

## Offsite events

It is a good idea to fill out a room request for offsite events. Often we get phone calls regarding carpools, meeting time and place, etc. This also helps with planning events to avoid conflict or overlap if they attract similar audiences.

[Back to Top](#)

## Cancellations

If for any reason your event is canceled or the date changes please contact the Parish Office or email [jspinner@holyspiritstl.org](mailto:jspinner@holyspiritstl.org).

When we receive calls regarding various events, we want our information to be as accurate as possible. We don't want people showing up for an event that's been canceled but is still showing on our calendar.

[Back to Top](#)

## School and Gym Availability

The school building is reserved for full time school from 7:00 am until 6:00 pm daily during the school year. For times after 6 pm the normal scheduling process applies.

- Summertime hours vary depending upon the cleaning schedule. Contact the parish office for summer availability.
- The school, gym and resource center are reserved for PSR classes on Tuesdays from 6:00 pm until 8:30 pm.

[Back to Top](#)

## Schedule Request Form

When filling out the form it is important to fill in the event **start time**, **set up time**, and **clean up time**.

- The **start time** is the time that will be published for people to arrive.
- The **setup time** may be an hour before or the day before, depending on the event.
  - The setup time is important in order to ensure that utilities (i.e. air conditioning) are programmed for the setup time as well.
  - Also it is important to ensure that other events do not overlap with the setup time.
    - For example if you schedule Breakfast with Santa in the gym and want to set up the day before but don't allow for that setup time, the gym may get booked for basketball games.
- The **clean-up time** is the time you will finish cleaning up afterward.
- If you will be using more than one room be sure to book all rooms you plan to use.
- If you would like permission to serve alcohol at your event, please check the appropriate box. Note that alcohol cannot be served without the Pastor's approval.
- For recurring events, indicate dates your activity or event will not take place because of holidays, etc.
- If you want your event published in the bulletin/flyer email your request to the parish office at least 4 weeks in advance of the event.

[Back to Top](#)

## Keys

You are responsible for making arrangements to pick up a key during regular business hours from the Parish Office prior to your scheduled event. Regular business hours are 8:30 am until 4:30 pm, Monday through Friday. Please return the key to the Parish Office or drop box immediately following your event.

[Back to Top](#)

## Set-Up and Clean-Up

You are responsible for all setup and cleanup . For the safety of our children and the security of our facilities please check to make sure lights are turned off and doors are locked before leaving the building.

[Back to Top](#)

## Special Equipment

You are responsible for making arrangements for the pick-up and return of special equipment such as TV, VCR, microphones, audio-visual equipment, etc. Check for proper functioning and operation of equipment ahead of time. Please indicate special equipment needs on the Schedule Request Form.

[Back to Top](#)

## Supplies

The parish will provide general supplies for parish events. Contact the parish office for a list of supplies provided.

- Any additional supplies must be purchased by your organization and taken home after your event.
- **Please do not leave any leftover food from events.** To donate food to HANDS, call 314-739-9796 to make arrangements with them.
- Any leftover food will be discarded.
- Supply request forms are needed for groups larger than **75**.
  - If you are expecting **75** or more people at your event, please submit a general supply request form to the parish office **at least 2 weeks** prior to your event.

[Back to Top](#)

## Event Space Issues

Please report any problems or concerns to the Parish Office.

We have to be the eyes and ears of our parish. If you notice anything that doesn't seem right, please call the parish office to let us know. If you find lights left on, doors unlocked, trash piled up, anything broken, or heating & cooling issues we would like to know about it. We cannot address issues if we are not aware of them. We appreciate the feedback.

[Back to Top](#)

## Summer Cleaning

Summer cleaning will begin mid-June for approximately 2 weeks. We ask that you avoid scheduling events during this time so the cleaning company can do a thorough job. For more specific dates and information, contact the Parish Office.

[Back to Top](#)

## General Use Instructions

Each organization is responsible for setting up prior to the events and cleaning up afterward. When your event is completed it is your responsibility to leave the room ready for the next event. Room readiness should include:

- Remove all decorations
- Vacuum/mop floors if necessary and empty trash to the outside receptacle (located at the back of the parish campus behind the resource center and next to the gym).
- Stack and put away tables and chairs.
- Lock up & return key(s) to the Parish Office. (For after hours key return, place it in the mail slot to the left of the main door at the Parish Office between doors 22 and 23.)

[Back to Top](#)

## Campus Safety

**AT NO TIME DURING SCHOOL HOURS CAN ANY DOOR BE UNLOCKED AND UNATTENDED OR BE PROPPED OPEN AND UNATTENDED.**

This is for the safety of our school children and is in compliance with the City of Maryland Heights recommendations for school safety. Failure to comply with the policy can result in a group losing event space use privileges.

[Back to Top](#)

## Kitchen Space Use

Holy Spirit has kitchen spaces available in the Annex, in the School Gym, the Resource Center and in the Parish Hall. It is important that each group is considerate of others regardless of the kitchen location. Specifically this means that no group or individual can store large amounts of food in any freezer or refrigerator space for extended periods of time without prior approval. Food must be stored in sealed and marked containers. Our kitchen spaces are regulated by the St. Louis County Health Department. Be sure to follow all guidelines posted in the spaces. After your event is complete, remove all unused food and beverage items unless other arrangements have been made with the Parish Office.

[Back to Top](#)

## Spaces Available

The following facility spaces are available for use:

Annex	Resource Center	Other
Rigali Room	St. Blaise Room	Gym-Entire
Community Room	Emmaus Room	Gym-East/West
Room 2	St. Mary Room	Gym-Kitchen
Room 9	St. Lawrence Room	School* *The computer lab is only available with special permission
Foyer	Holy Spirit Room	Rectory Basement- Frey Room
		Church
		Parish Hall
		Parking Lot-Front
		Parking Lot-Rear

[Back to Top](#)

## Event Reminder Checklist

Please use this checklist to assist you in having a successful event.

### General Information

- Please use only the room(s) assigned to you.
- Please report any problems or concerns to the Parish Office.
- Verify that you have completed the Schedule Request Form and that you have received confirmation of the event from the Parish Office.

### Keys

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Any additional supplies must be purchased by your organization and taken home after your event.

- Please do not leave any leftover food from events. To donate food to HANDS, call 314-739-9796 to make arrangements with them.
- Any leftover food will be discarded.
- Supply request forms are needed for groups larger than 75.
  - If you are expecting 75 or more people at your event, please submit a general supply request form to the parish office at least 2 weeks prior to your event.

[Back to Top](#)