

Holy Spirit Parish

Facility Usage and Scheduling Policy

Holy Spirit is blessed to have active groups and organizations in addition to its varied formational programs for children and adults. In order to facilitate the usage and scheduling of parish events the following policy is established for the good of the community.

Usage of parish facilities

All parish organizations can use the facilities for their meetings, activities and events. Limited audio visual equipment is available upon advanced request.

Each organization is responsible for setting up prior to the events and cleaning up afterward. When your meeting is done it is your responsibility to leave the room ready for the next meeting.

- Remove all decorations.
- Vacuum/mop floors if necessary and empty trash to outside receptacle.
- Stack and put away tables and chairs.
- Lock up & return key to Parish Office.

Many groups use the kitchen area and storage is limited. It is important that each group is considerate of others. Specifically this means that no group or individual can store large amounts of food in the freezer or walk-in for extended periods of time. Food must be stored in sealed containers. Our kitchen is regulated by the St. Louis County Health Dept. – Be sure to follow the guidelines posted in the kitchen.

The following facilities are available for usage:

Resource Center	Annex	Gym - Entire
R.C. St. Blaise Room	Annex Rigali Room	Gym - East/West
R.C. Emmaus Room	Annex Community Room	Gym - Kitchen
R.C. St. Mary Room	Annex Room 2	School (except computer room)
R.C. St. Lawrence Room	Annex Room 9	Rectory Basement Frey Room
R.C. Holy Spirit Room	Annex Foyer	Church
		Parish Hall

Scheduling an activity or event

Priorities

With the great variety of events and activities and the limited facilities at Holy Spirit, it is necessary to establish priorities in scheduling events and activities.

The Celebration of Eucharist and the other sacraments take precedence over all other activities. This includes the usage of all buildings e.g. the Parish Center for gathering beforehand and afterward.

The second level of priority is for educational and formation programs for children and adults. This includes activities under the auspices of the Formation Commission specifically the Education Committee, sacramental preparation, ACTS and adult formation groups.

Third priority is for parish wide events, parish organizations or groups. Youth Activities (Athletic Association, Scouts and God's Gang) and Child Care while part of the Formation Commission will fall under the third level of priority.

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

Scheduling

All requests for using parish facilities must be in writing using the "Holy Spirit Parish Schedule Request Form." NO SCHEDULING CAN OR WILL BE DONE OVER THE PHONE.

An annual scheduling meeting will be held in the spring of the year. The purposes of this meeting are: to provide for greater coordination of the parish calendar; to minimize major events happening too close to each other; to maximize the use of parish facilities; and to provide an open forum for scheduling parish events.

A request for a facility is not confirmed until the individual requesting the meeting, etc. receives confirmation from the Parish Office in writing, by fax or via email.

The school building is reserved for the full time school from 7:00 a.m. to 6:00 p.m. each school day. The Gym is reserved for the full-time school on all school days from 7:00 a.m. until 6:00 p.m. The Pastor or Principal can make exceptions for use of the Gym. Scout groups wishing to use the school between 3:00 and 6:00 p.m. should schedule those meetings directly with the School Office by completing the Request Form. For times after 6:00 p.m. or for the Annex, the normal scheduling process is to be followed.

When there are PSR classes on Tuesday; the school, Resource Center and Gym are reserved for the Parish School of Religion Program from 6:00 p.m. until 8:30 p.m.

It is a good idea to bring scheduling issues to commission meeting. A staff member is normally in attendance and will have access to the parish schedule.

After completing forms please return to the Parish Office. Forms can be faxed to 314-739-0237 or emailed to jspinner@holyspiritstl.org.

Holy Spirit Parish -Schedule Request Form

This form is to be completed by any organization/group seeking to use parish facilities. Failure to complete any portion will result in a delay of your request.

Date of event _____ Day of Week _____

Event Start Time _____ am/pm Event End Time _____ am/pm

Set up start time: _____ Clean up time: _____

Facility/Location _____ Room _____

Organization/Commission _____

Event _____ Estimated Attendance _____

We would like permission to serve/allow alcohol at this event _____

Pastor's signature

If this is a recurring meeting or activity i.e. weekly, monthly, etc. indicate the beginning and end dates

Beginning date: _____ Ending Date _____

Check day(s): ___ Sun. ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat.

Check week _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th

Please indicate dates between beginning and ending dates when the meeting or activity will not take place because of holidays etc.

Contact Person: _____

Home Phone: _____ Cell Phone: _____

Address: _____

City, State, Zip code: _____

Email address: _____

I have read the accompanying guidelines for the use of the parish facilities and agree to abide by them completely.

I need supplies as noted on the accompanying "General Supply Usage Form."

Signature: _____ Date: _____

This form must be submitted to the Parish Office via mail, hand delivery, e-mail (jspinner@holyspiritstl.org) or fax (314-739-0237). If you have any questions please contact Julie Spinner at 314-739-0230 or jspinner@holyspiritstl.org.

Office Use:

Date Confirmed _____

Date received _____

Confirmed by _____

Date entered in book _____

Date entered _____

Contact person notified by _____

Entered by _____

Unable to accommodate _____

Reminder to Organizations/Groups Using Holy Spirit Parish Facilities

1. 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 8:00 am until 5:00 pm, Monday through Friday. Please return key to the Parish Office or drop box immediately following your event.

2. Set-Up and Clean-Up

You are responsible for all set-up and clean-up arrangements. This includes tables, chairs, decorations, etc.

3. 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.

4. Supplies

Please see the General Supply Request Form. The form has a list of all general supplies available for all events. Turn in completed form to Sharon Kaufman via email at skaufman@holyspiritstl.org or to the parish office. Specific items for your event need to be ordered by your organization.

**FORMS MUST BE SUBMITTED AT LEAST TWO WEEKS IN
ADVANCE OF EVENT.**

Please use only the room 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.