**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 for gathering beforehand and afterward.

 The second level of priority is for educational and formation programs for children and adults such as retreats, small faith groups, etc.

 Third priority is for parish wide events, parish organizations or groups.

Youth Activities (Athletic Association and, Scouts) and Child Care while sometimes falls under Formation will fall under the third level of priority.

Final determination is at the discretion of the pastor and parish leadership.

 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 to 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. between 3:00 and 6:00 p.m. and 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.

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 Click or tap here Day of Week Click or tap here

Event Start Time Click or tap here am [ ]  pm [ ]  Event End TimeClick or tap here am [ ]  pm[ ]

Set up start time: Click or tap here Clean up time: Click or tap here

Facility/Location Click or tap here to enter text. RoomClick or tap here

Organization Click or tap here

Event Click or tap here Estimated Attendance Click or tap here

[ ]  **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: Click or tap here Ending Date Click or tap here

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.

Click or tap here

Contact Person: Click or tap here

Home Phone: Click or tap here Cell Phone: Click or tap here

Address: ­­­Click or tap here

City, State, Zip code: Click or tap here

Email address: Click or tap here

[ ]  **I need supplies.**

**I have read the accompanying guidelines for the use of the parish facilities**

**and agree to abide by them completely.**

Enter Name: Click or tap here to enter text. Date: Click or tap here to enter text.

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 8:30 am until 4:30 pm, Monday

 through Friday. Please return key to the Parish Office or drop box

 immediately following your event.

1. **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**

The parish will provide general supplies for parish events. This includes: dinner plates, dessert plates, bowls, cups, napkins, silverware, table covering, salt & pepper, coffee/condiments, serving gloves, foil, plastic wrap, paper towels, storage bags and trash bags. 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 no longer needed

 **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.**