

2010-2011 GUIDELINES FOR SPACE USE

Church entrance

- Goal of this area is to maintain a clean and open entrance and exit space.
- Space can be used for processions during Easter season, graduation etc.
- All moneymaking activities are expected to take place in the Community Room.

Community Room (See *Hospitality Weekend* Guidelines – on back)

- The focus of this room is to provide a space to develop community within the parish of St. Alphonsus through ministry programs and hospitality.
- *Hospitality Weekend*. One weekend a month shall be set aside for building community, hospitality and possible selling by groups.
- Parish ministry programs will have priority in scheduling. Minimum number of people expected should determine which parish groups use this room. (150 – 500 people)
- The new space should be scheduled for the time needed including actual set-up and clean-up time.
- This room should be used for large group gatherings that are not liturgically based. Programs (with participants up to 500 people) are strongly encouraged to use this space over the Church.
- Groups involving physical activities or arts & crafts need to schedule other rooms.
- Catered dinners and light socials including food may be planned in this space.
- Private parties and receptions are not allowed.

Fr. Carroll Straub Memorial Gathering Space

- Members of the parish should regularly use this space as a place for information and gathering.
- This space may be used for simple gatherings like celebrations of baptism and funeral wakes.
- Only the vinyl walls have been designed and are to be the only place for either tacking or stapling of display material. The use of tape is prohibited.
- Ordinarily, no sales are permitted in this area.
- Prior approval is needed for food or drink to be served in this area.

Chapel

- The chapel is a place of worship. Activities need to be suitable for religious education and/or devotion.

Parish Ministry Center (PMC)

- The first floor of this building may be used for adult and youth activities, programs and meetings
- The second floor houses the parish ministry offices.

School Faculty Lounge

- This room will be set up as a permanent faculty lounge. Adult groups may have access to the Kitchenette.
- Teachers will have their own refrigerator. There will be a second refrigerator for parish use in this room.

Outreach House

- St. Alphonsus Food Pantry, Volunteer Missionary Movement and Southwest Interfaith Older Adult Programs will continue in their present spaces.
- Groups meeting in our parish are welcome to reserve meeting rooms for small groups in this building.

*** Those using rooms are expected to clean up immediately after an event. Cleaning equipment and supplies are available near the room. This includes leaving the room the way you found it. Only in the Community Room can tables and chairs be left as is after an event.**

****The Director of Administrative Services will deal with conditions not included here will on a case by case basis.**

Community Room Guidelines

HOSPITALITY WEEKEND:

One weekend per month will be designated as Hospitality weekend. On that weekend, Standing Committees of the Parish will sponsor community-building activities in the Community Room. Established groups of the parish who have fundraising needs may sign-up to sell items on these weekends working with the monthly hospitality committee.

SALES OR APPEALS:

These conditions apply to any sale or appeal:

1. Selling of items or appeals must take place inside the Community Room. *Trip/Script may have times that they need to be outside of this area if it is scheduled for classes etc.*
2. Selling of items or appeals is limited to parish groups and “affiliated” organizations (i.e., Home and School, Athletic Association). All profits from these sales must benefit the parish group or “affiliated” organization.
3. Outside organizations (i.e. Boy and Girl Scouts of America, Interfaith, etc.) are limited to a total of two (2) sales or fund raising activities per year per outside organization. All outside organizations must be sponsored and or approved by the parish in order to use the Community Room.
4. Other than New Years, all of Holy Week, Pentecost, and Christmas, sales will be allowed on all weekends that the room is NOT scheduled. Organizations selling items or making appeals are responsible for set up and clean up of the Community Room.
5. There may be a maximum of four (4) groups selling in the Community Room at one time.
6. The sale of any one item is limited to one weekend.
7. Approved classroom sales are allowed.
8. Private fundraisers are not allowed.
9. No fundraising (with the exception of Hospitality Weekends) will be allowed at any social events.

Written approval MUST be obtained from the Director of Administrative Services at least two weeks in advance to sell in the Community Room on any weekend. Only organizations with approval will be allowed to conduct sales or appeals on any designated Sunday

It is recommended that all committees and organizations annually review their sales and appeals to determine their effectiveness and need.