

2018-2019 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 Operations will deal with conditions not included here will on a case by case basis.**

COMMUNITY ROOM, GATHERING SPACE, SPANGLER HALL/SPANGLER LOBBY FUNDRAISING GUIDELINES 2018

HOSPITALITY WEEKEND

One weekend per month will usually be designated as Hospitality Weekend, hosted by Parish Standing Committees. Established groups of the parish who have fundraising needs may request permission to do fundraising on these weekends. Requests are submitted in writing, with their purpose specified.

FUNDRAISING

THESE CONDITIONS APPLY:

1. Fundraising will usually take place inside the Community Room. Scrip may at times need to relocate outside of the Community Room if the Community Room is scheduled for classes or other events.
2. The selling of items or appeals is limited to parish groups and “affiliated” organizations (e.g., Home and School, Athletic Association). All profits from these sales must benefit the parish group or “affiliated” organization.
3. Auxiliary organizations (e.g., Boy and Girl Scouts of America, Interfaith, etc.) are limited to two fundraising activities per year. All auxiliary organizations must be sponsored and or approved by the Parish in order to use the spaces as referenced in these Guidelines.
4. Soliciting within Spangler Hall or Spangler Lobby is not allowed during Fish Fries or other Social Events.
5. On New Year’s Day, all of Holy Week, Pentecost and Christmas, no fundraising will be allowed. Fundraising will be allowed on weekends that the spaces have not been previously scheduled for other Parish activities. Fundraising organizations are responsible for set up and clean up. Failure to clean up will result in a call back with necessary clean-up an absolute requirement.
6. There may be a maximum of **two groups** selling in the referenced spaces at one time.
7. A group’s fundraising is limited to one weekend per month. An exception to this guideline may be obtained, with the Pastor’s / Pastoral Associate’s approval.
8. Approved classroom sales are allowed. Requests are submitted in writing, with the purpose specified, and sent to the Pastoral Associate and School Principal.
9. Private fundraisers **are not allowed** at any time.
10. Charitable fundraisers hosted by individual parishioners will be considered exceptional, and will be reviewed on a “case-by-case” basis by the Pastor/Pastoral Associate. If approved, these fundraisers must be held outside of regularly scheduled parish activities. (e.g., weekend Mass times). A Pastoral Staff person must be present in these exceptional cases.