

**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**

- 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.

**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.
- 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.
- No sales are permitted in this area.
- No food or drink is 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.

**Parish House**

- The St. Alphonsus Food Pantry will continue to operate in their present space.
- Parishioner groups are welcome to reserve the Kitchen and Living Room on the first floor for small meetings in this building.

**Those using rooms are expected to clean up immediately after an event. This includes leaving the room the way you found it. Cleaning equipment and supplies are available near the room. The Pastor or his Designee will deal with requests not included here on a case-by-case basis.**

**FUNDRAISING GUIDELINES**

**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 those weekends. Requests are submitted in writing, with their purpose specified.

**FUNDRAISING**

These conditions apply:

1. Fundraising will usually take place inside the Community Room.
2. The 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. Auxiliary organizations (i.e. Boy and Girl Scouts of America, Eras Senior Network, etc.) are limited to two (2) 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 and 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 (2) 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 or 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 or 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.