

Procedures for Church Rooms

The following Procedures apply to all groups/organizations and or individuals that Reserve and use Church Rooms.

Groups and organizations using the hall are responsible for:

- I. Setting up the room for use and for cleanup afterwards. At the conclusion of your event, **furniture must be returned to the configuration established in this policy.**
- II. Vacuums, mop, and supplies are in the supply closet (**Located in the South Closet of the Narthex**).
- III. The group, organization and the individual that reserved the room are responsible for any damage to include but not limited to statues, carpets, tables, TVs, and sound system.
- IV. Televisions in the rooms are for use and need to be returned to the configuration established in this policy. Please do not disconnect the DVD players.
- V. If the kitchen is used, please follow the posted policy and procedures that are posted next to the refrigerator (**There is to be absolutely no cooking and/or cooking equipment in the Kitchen**). Any equipment left behind in the kitchen will be removed. If you need to cook, please use the Parish Hall.
- VI. Should any adjustments be made to heating/cooling (**Please contact Facilities see Page 4**)
- VII. When locking the church, all blinds are to be closed and lights are to be turned off including restrooms.

"The kingdom of heaven will be like a man going on a journey who summoned his servants and entrusted his property to them..... After a long period of time, the master of those servants returned and settled accounts with them..... His master said to him, 'Well done, good and faithful servant. Since you have been faithful in small matters, I will give you much greater responsibilities. Come and share your master's joy.'" Matt 25:14-28.

Policy for Church Rooms

The following policy set forth is for the safety and well-being of all St. Mark Parishioners and visitors.

- I. Groups must provide a brief synopsis of group's activities one month prior to scheduled event. (This will serve as a guide for advertising in our bulletin, website, and social media). Room requests must be approved prior to use of the room in the Church. Requests can be made by visiting <https://www.stmarkov.com/roomrequests>.
 - A. How long can groups reserve a room?
 1. Parish groups may reserve facilities up to 6 months in advance and upon yearly renewal per calendar year. The scheduling specialist **will not** automatically transfer your events from one year to another.
 2. Please renew your request at least one month in advance.
 3. One designated member from your group is responsible for scheduling all events and serves as the liaison between your group, the parish office, and facilities. This is to avoid conflicting requests from a variety of people. The reserving of a room along with the policy and procedures needs to be taught to the new leadership as part of a smooth transition.
 4. Space is at a premium. If your group is scheduled but does not meet that week, you need to notify the parish office that the space is available so that someone else may be scheduled in your place.
 5. Religious Education, childcare needs, and funerals take precedence over previously scheduled events. Every effort to accommodate your use will be made.
 6. All requests are reviewed by the scheduling specialist on a weekly basis before being added to the Parish Calendar.
- II. To cancel, please make written notice to media@stmarkov.com, two weeks prior to event. This also applies to changes. In the event that your meeting is cancelled, and you do not notify the parish office of the cancellation, you will be notified of your failure to do so, which will result in a violation of set polices (see article VII).
- III. The group/organization and/or individual is responsible for set up and break down. Facilities will not be responsible for your set up or break down. Failure to do so will result in a violation of set polices (see article VII).
- IV. Two weeks prior to the event, please meet with the facilities manager to go over where chairs/tables and cleaning supplies are and where they should be returned along with furniture configuration. Failure to do so will result in a violation of set polices (see article VII).
- V. Do not take down any displays. Smoking, tobacco products of any sort, and the use of nicotine delivery smoke-less products (such as e-cigarettes) are prohibited. Failure to do so will result in a violation of set polices (see article VII).
- VI. As the group/organization and/or individual who reserved the room is responsible for set up and clean up, let it also be reiterated that you are responsible for returning the room back to

its established configuration. Failure to do so will result in a violation of set policies (see article VII).

- VII. Failure to do so will result in the group/organization and/or individual being in violation of set policies. Abusing set policies will also result in the group/organization and/or individual being found to be in violation of set policies. This will result in the following actions.
1. The first violation will be a written warning.
 2. The second violation will be suspension of using room/courtyard for two weeks.
 3. The third violation will be loss of room/courtyard and suspension of reserving any room in Church, the Courtyard or Hall for 30 days.
- VIII. If the group/organization/individual violates this policy within one week of re-established privileges after 30-day suspension, that group/organization/individual will be strictly prohibited from reserving a room, the courtyard or hall.
- IX. After being placed on the “no access” list, if a room is wanting/needing to be reserved the group/organization leader and/or individual must apply in writing to facilities@stmarkov.com as to why their privilege should be reinstated. Once the letter is reviewed, the contact will receive a written final decision. All decisions will be final.

“Whatever you do, do it wholeheartedly, as if you were doing it for the Lord and not for others, since you know that you will receive from the Lord an inheritance as your reward for you are serving the Lord Christ.” Col 3:23-24

Policy and Procedure Acknowledgement

By my signature, I acknowledge that I have read, understand, and agree to the policies for the Church Rooms and procedures for the Church Rooms set forth by St. Mark Catholic Church (Facilities Manager).

Signature: _____ Date: _____

Printed Name: _____

Contact Info: PH#: (____) _____ Email: _____

If you have questions, comments, or concerns please contact Facilities at 469-7835 ext. 316 or email at facilities@stmarkov.com. Thank you for your assistance.