



Procedures for Church Courtyard

The following procedures apply to all groups/organizations and individuals that reserve and use the Church Courtyard. Groups and organizations using the hall are responsible for:

- I. Setting up the courtyard for use and for cleanup afterwards. At the conclusion of your event, **furniture must be returned to the configuration established in this policy.**
 1. It is your responsibility to pick up your table(s) and chair(s) from the predetermined space in the North Electrical room and set up in the courtyard.
 2. Tables and chairs are to be returned to the same spot in the North Electrical room at the conclusion of the 4pm Mass on Saturday and the 11:30am Mass on Sunday.
 3. Weekend storage arrangements for items collected will be made on an individual basis. The scheduling specialist should be notified in advance for these arrangements. In all cases, items collected should be removed from the church by Monday morning.
- II. Two canopies are available to reserve on a first come, first serve basis (**this can be done when submitting your "Courtyard Request" form**). Your group will be responsible for setting them up and taking them down. They are located in the music and worship room. This is where they will be picked up and where they must be returned after the 4pm mass on Saturday and after the 11:30pm Mass on Sunday.
- III. All tables in the courtyard will be set up in accordance with the accompanying diagram. Under **NO** circumstances are the tables to be reconfigured or rearranged.
- IV. The group, organization and the individual that reserved the courtyard are responsible for any damage to include but not limited to statues, canopies, tables, chairs, and easels.
- V. A specific location for each group will be pre-assigned by the scheduling specialist, or you may request a specific table at the time you submit a "Courtyard Request" form. We will make every effort to honor your request.



- VI. All groups and individuals must abide by the parish policy/procedures for reserving courtyard space and adding your event to the Parish Calendar.

"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 Courtyard

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

- I. Courtyard space requests must be approved by the scheduling specialist prior to use of the Church Courtyard. Groups must provide a brief synopsis of the group's activities one month prior to the scheduled event (This will serve as a guide for advertising in our bulletin, website, and social media. Requests can be made by visiting <https://www.stmarkov.com/roomrequests>.
- II. One designated member of 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 courtyard space along with the policies and procedures should be taught to new leadership to ensure a smooth transition.
- III. How long can my group reserve a space in the Courtyard?
 1. Be aware and mindful that Religious Education, childcare needs, and funerals take precedence over previously scheduled events. Every effort to accommodate your use will be made.
 2. 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 the other.
 3. Please renew your request at least one month in advance.
 4. To cancel, please make written notice to media@stmarkov.com as soon as possible. Space is at a premium. If your group is scheduled but does not meet for any reason, you need to notify the parish office no later than two weeks from the scheduled date. Failure to do so will result in a violation of set policies.
 5. All requests are reviewed by the scheduling specialist on a weekly basis before being added to the Parish Calendar.
- IV. The second weekend of each month has been designated as: “**Disciples in Action**” weekend. If your group or organization is requesting space for



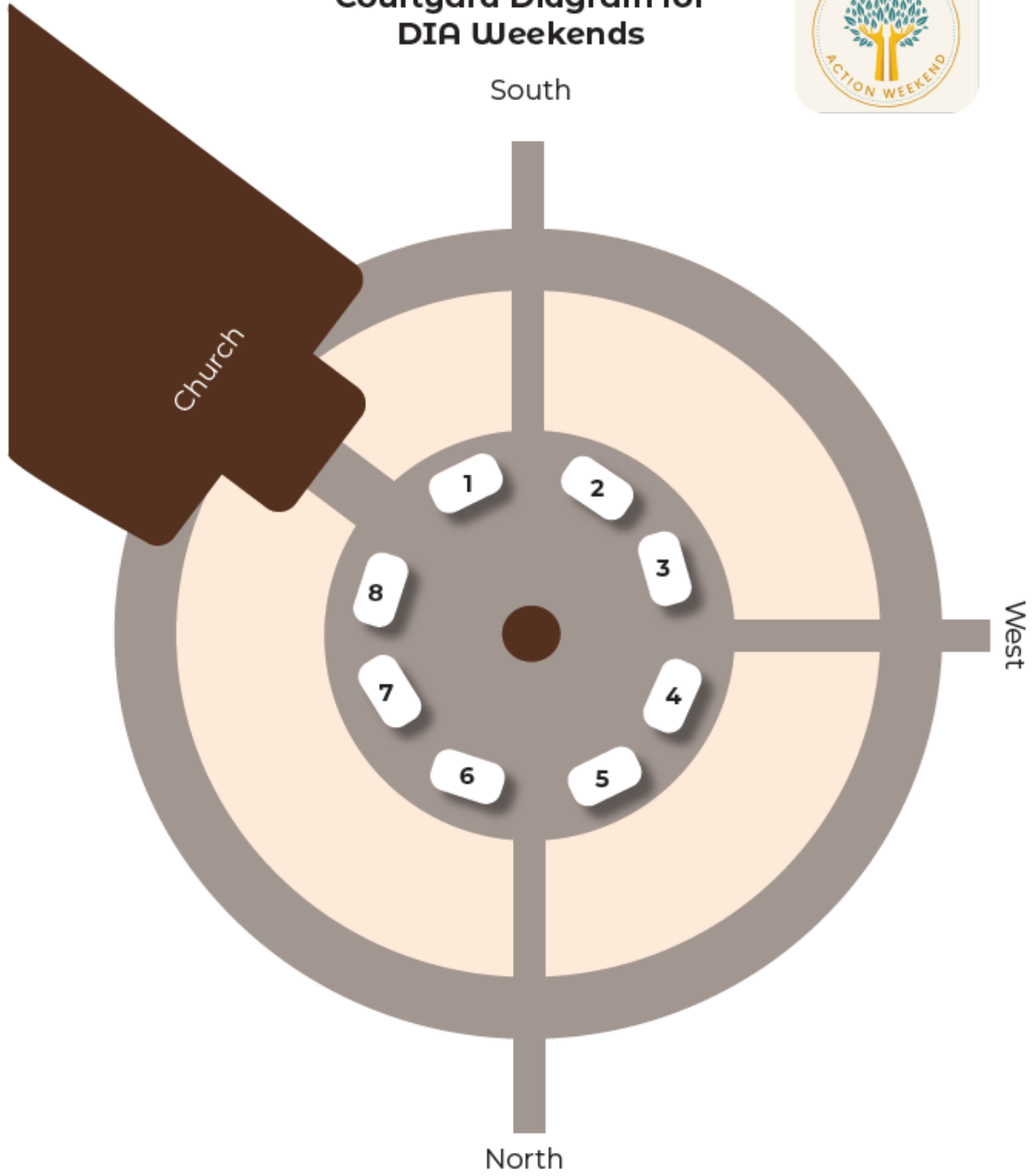
the following activities, you will be restricted to doing so on this one weekend each month in the church courtyard.

1. Sell tickets for raffles, dinners, dances, cookies, crafts, or any other request to purchase something.
 2. Solicit donations of goods, including but not limited to food, clothing, personal hygiene products, medical equipment, or back to school items.
 3. Obtain signups for any upcoming event.
- V. If your event requires multiple weeks for sign-ups or selling of tickets, permission to do so will be granted on an individual basis. You may be asked to share a table with another group.
- VI. The sales, signups, and/or collections will take place in the church courtyard around its periphery. At no time are the doors to the church or the walkways to be blocked with either tables or individuals. No group or individual should follow or obstruct a parishioner from entering or exiting through any doorway.
- VII. The group/organization and/or individual is responsible for setting up and breaking down. Facilities will not be responsible for your set up or breakdown. Failure to do so will result in a violation of set policies.
- VIII. 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 policies.
- IX. 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 policies.

"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 3:23-2



Courtyard Diagram for DIA Weekends





Courtyard Diagram for DIA Weekends (during construction)

