

Guidelines for Scheduling the Evangelization Building

- The annual schedule is from July 1-June 30; reoccurring groups need to renew every year.
- One-time events need to be scheduled two weeks in advance.
- One-time events scheduled in the "Hall" need a Set-Up Form including times for prep and clean-up.
- Coffee is provided by the Parish, but donations for supplies are accepted.
- Holiday events, besides ordinary meetings, need to be scheduled on the "Building Use Form".
- Please let us know anytime your group will not be meeting
- Three weeks out of the year Family Promise has the use of the E-Bldg. If your group still wishes to meet, let us know and your group can be rescheduled into another available space. (Family Promise meets Thanksgiving, Mardi Gras and Easter weeks).

Please Note:

1. Events scheduled from Friday evening thru Sunday evening need to pick up any tables or chairs used.
2. Every day the KITCHEN area needs to be completely cleaned-- tables wiped, dishes washed, serving trays washed and put away, no food left out in the room.
3. Any special needs or concerns---let Marianne know.

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