

Building and Meeting Room Policies

Scheduling

The use of all meeting rooms, the Church, Gym, Community Hall and Buildings (Ministry Center and Holmes Building) **MUST** be scheduled with the parish office and put on the parish calendar. This applies to meetings held during the day or in the evening. Scheduling any space on the parish campus can be done by calling the rectory at 201-445-3703, Monday – Friday, 9:00 a.m. – 4:00 p.m. or by emailing parishoffice@stcatharinechurch.org. **Meetings are not considered officially scheduled until confirmed by the parish office.** Please include the length of time required for the room or building, which means requesting any time needed for setup and/or cleanup.

At least one person must be identified as the responsible contact person. This person will work with parish office to gain access (most likely a key), ensure communicating any setup requirements (see below for more information on setup), clean up the room or building, and turn off lights and locking doors (if appropriate). This contact person is also responsible for ensuring appropriate behavior and activities are being conducted for the space being used. No physical activity should be done in any of the rooms/buildings except for outdoors or in the gym without prior approval from the pastor.

Setup

If a specific setup of a room or building is required, it should be submitted to the parish office at least 3 business days before the event. This allows time for scheduling the needed setup and for any questions or issues to be addressed.

A setup request form can be obtained from the parish office or on the St. Catharine website (www.stcatharinechurch.org) under “About Us” and then “Facilities”.

Cleanup

If a “regular” meeting is being held with no or minimal refreshments being served, a cleanup of the items into the garbage can or waste basket in the room is acceptable.

If refreshments are being served and/or for larger events with food and drink, you are responsible for cleanup, bagging trash and disposing of it in the dumpsters by the Holmes Building. This means leaving the room or building as you found it and “broom swept”. As stated above, lights should be turned off and doors properly locked.

Refrigerators

The Ministry Center, Holmes Building and Community Hall all have refrigerators. Nothing is to be left in the parish refrigerators. Except for a few ministries that regularly store food in the parish refrigerators (Coffee & Community, Eva’s, Family Promise), all food brought in must be removed when you leave.

St. Catharine is blessed to have many active ministries. Following a few simple guidelines will ensure that we can all share and maintain our facilities. Thank you for your cooperation.