



St. Mark the Evangelist Parish Facility Schedule Protocol

Our parish is an extension of our homes. It is where we come as a community to share and grow in faith. As our parish grows and our outreach to the community expands, more pressure is put upon our limited parish facilities. In order to avoid unnecessary confusion concerning use of our parish facilities, it is necessary to establish some useful policies in regard to facility use. Please be mindful of the following considerations when requesting use of parish facilities.

God bless you.

Fr. John Arnold
Pastor

1. All parish groups and individuals requesting the use of Parish facilities are required to submit a completed "Scheduling Request Form" to the Parish Office. This downloadable form is available at www.stmarkov.com under the tab 'Contact Us' followed by 'Room Request'. You can also obtain a form at the parish office.
2. Groups must provide a brief synopsis of group's activities one month prior to scheduled event and/or book study. (This will serve as a guide for advertising in our bulletin, website, and social media).
3. How long can my organization or group reserve a room?
 - i. Parish organizations may reserve facilities up to 6 months in advance;
 - ii. Bible and various small group book studies may reserve up to 3 months in advance.
 - iii. Please try and renew your request at least one month in advance.

4. One designated member of your organization or group is responsible for scheduling all events and serves as the liaison between your group and the parish office. This is to avoid conflicting requests from a variety of people.
5. Space is at a premium. If your group is scheduled but doesn't meet one week, you need to notify the parish office that the space is available so that someone else may be scheduled in your place.
6. In the event that your meeting is cancelled, and you do not notify the office of the cancellation, the matter will be addressed with you.
7. Religious Education, childcare needs, and funerals take precedence over previously scheduled events. Every effort to accommodate your use will be made.
8. All requests are reviewed by the staff on a weekly basis before being added to the Parish Calendar.
9. Once your event has been approved and added to the Parish Calendar, you will be notified. It is then your responsibility to check the online parish calendar to verify that your event has been scheduled correctly. Any noted errors are to be reported back to the parish office. You will also be notified if your request is denied.
10. What are your responsibilities?
 - i. Each group is responsible for returning the hall to its original configuration as displayed on the bulletin board in the entrance to the Parish Hall.
 - ii. Each group is responsible for cleaning the kitchen if used, washing the dishes and pots and pans, and putting them away. Tables are to be wiped and floors vacuumed if your group is responsible for dirtying them.
11. Please do not request the Parish Hall if your group may be accommodated in a smaller space.
12. Parish hall use:

- i. More than one group may be scheduled in the parish hall at the same time.
 - ii. Cooperation and charity between our various groups and organizations is the key to our parish being a happy and faith filled place.
13. Courtyard Usage
- i. If your group wants to use a table in the courtyard to sell tickets, collect donated items, invite parishioners to your event or any other use, you must complete a Courtyard Request Form which is available at www.stmarkov.com under 'Contact Us' and then 'Room Request'.
 - ii. Similar in appearance to the 'Scheduling Request Form', completion and approval of this form will enable your group to be present in the church courtyard following all Masses on your requested weekend.
 - iii. You are required to provide the number of tables and chairs requested.
 - 1. It will then be your responsibility to pick up your table(s) and chair(s) from the predetermined space in the Narthex and set them up in the courtyard.
 - 2. Tables and chairs are to be returned to the same spot in the Narthex at the conclusion of the 5:00PM Mass on Saturday and the 11:30AM Mass on Sunday.
 - iv. A diagram will be provided indicating the approved locations to set up your tables.
 - v. Please don't obstruct parishioners entering and exiting Mass.