



Fundraising and Courtyard Policy

The second weekend of each month has been designated as: **“Disciples in Action”** weekend.

If your group or organization is requesting space to:

- sell tickets for raffles, dinners, dances, cookies, crafts, or any other request to purchase something
- solicit donations of goods, including but not limited to food, clothing, personal hygiene products, or back to school items
- obtain signups for any upcoming event

You will be restricted to doing so on this one weekend each month in the church courtyard.

If your event requires multiple weeks for sign ups or to sell tickets, permission to do so will be granted on an individual basis. You may be asked to share a table with another group.

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

The sales, sign ups, 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.

A specific location for each group will be pre-assigned by a staff member, 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.

Your group is responsible for setting up your own table(s) in the courtyard. Representatives should be at your table(s) after each Mass.

Following the Saturday 5:00PM Mass, the tables should be returned to the narthex. Following the Sunday 11:30AM Mass, the tables should be returned to the narthex, folded, and left in front of the kitchen service window.

Weekend storage arrangements for items collected will be made on an individual basis. In all cases, items collected should be removed from the church by Monday morning.

In the event of predicted inclement weather, an alternate location will be assigned and participants will be notified by text or email. If the inclement weather is unexpected and occurs the day of the event, the Director of Liturgy will assign an alternate location.

Canopies are available for your group, or you may bring your own. Your group will be responsible for setting them up and taking them down, unless other arrangements are made with the Parish office.

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.