

St. Raphael the Archangel Catholic Church

Facilities Use Manual



Saint Raphael the Archangel Catholic Church

To See as Christ Sees and Love as Christ Loves

Facility Usage Policies

At St. Raphael the Archangel Catholic Church, we are committed to being good stewards of our facilities, keeping them in a well-maintained condition and welcoming our members and guests to use our facilities to carry out our mission of supporting the Catholic faith. Together we take care of our beautiful buildings and church grounds. Help us by sharing in our commitment of Stewardship.

Purpose

The purpose of this policy document is to outline the requirements, procedures and fees (where applicable) for using St. Raphael's meeting rooms, Ignatius and Raphael Halls for appropriate ministry, community and private activities.

Use of Facilities

The use of St. Raphael's facilities is restricted to appropriate church and school-related activities by:

St. Raphael Catholic Church ministry groups, St. Raphael Catholic School and Preschool, and our Parish-chartered groups such as the Knights of Columbus, Boy Scouts, Cub Scouts and Girl Scouts.

Community group events, for-profit activities and private events will be considered on a case-by-case basis. All events must be appropriate to a church environment.

St. Raphael reserves the right to refuse the use of the facilities to any person or organization and to evict any person for misconduct or other reasons in the best interest of the church.

Annual meeting room planning follows a fiscal year planning calendar of July 1st to June 30th.



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Facility Descriptions

Meeting Rooms				
Room	Room Capacity (Attendees)	Rectangular Tables	Chairs	Other Room Amenities
103	14	Lounge style with couches		Dry Erase board
109	30	12	30	Dry Erase board
112	30	10	30	Chalk board; kitchenette
Lewis Room **	60	6	60	Podium, Dry Erase Board; kitchenette
Parish Activity Center				
Room	Room Capacity (Attendees)	Tables	Chairs	Other Building Amenities
Ignatius Hall ** (Gym)	600	Round and rectangular	600 theater-style or 288 per table seated - 8 fit around each round & rectangular table	Stage; restrooms; sound system.
Raphael Hall **	300	Round and rectangular	300 theater-style or 208 per table seated - 8 fit around each round table	Restrooms
** Private Rental requests require approval from Parish Administration				
Liturgical Spaces				
Church	Pews to seat 1,000			
Chapel	Chairs to seat 110			



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Requesting a Facility Reservation

To request use of a meeting room, Ignatius Hall or Raphael Hall, all applicants must complete the online **Event Reservation Form** and e-mail it to St. Raphael Reservations by clicking **Submit Form**. As part of the application process, you must read our policies. By clicking the **Submit** button you have agreed our policies. Before requesting use of a facility, please verify availability by checking our online calendar.

After submitting the **Event Reservation Form**, you will receive an auto-reply message acknowledging the form has been received and is in queue to be reviewed. Once the request is reviewed by our reservations staff, you will receive another e-mail within five business days advising whether or not the reservation is approved and added to our calendar. If a requested facility is unavailable, your event may be booked in an alternate facility, or you may be asked to choose another date.

If your event incurs any fees for facilities, security or insurance costs, you will be notified at the time of approval. Fees are due 30 days prior to the event, and your event is held as tentative until all necessary fees are paid. In some cases, a refundable security deposit may also be required to secure the reservation.

For events requested in Ignatius Hall, Raphael Hall and the Lewis room will require an initial event planning meeting with the facilities management coordinator before the event is booked and confirmed. You will be notified at the time of booking to schedule this meeting.

Before your reservation request can be submitted to St. Raphael Reservations, you must read and agree to the following terms and policies outlined in the **St. Raphael Policies for Using Campus Facilities and Diocesan Agreement for Use of Parish Facilities**.

While unlikely, it is important to note that unforeseen circumstances may require Parish Administration to cancel events on campus.



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St. Raphael Policies for Using Campus Facilities

All persons and groups who use St. Raphael facilities are responsible for the following:

1. **Children must be supervised at all times. Children who accompany adults to meetings or events must remain with the adult at all times. UNDER NO CIRCUMSTANCE SHOULD A CHILD BE UNACCOMPANIED IN THE HALLWAYS OR OUTDOORS WHILE PARENTS ARE PARTICIPATING IN A MEETING OR EVENT. USE OF PLAYGROUNDS AFTER SCHOOL HOURS IS PROHIBITED. PLAYGROUNDS ARE NOT RESERVABLE SPACE.**
2. **Leave the facility orderly and clean.** All surfaces (floor and counters) must be cleaned and free of food scraps and spills. Dry-erase must be wiped. Disposable cleaning wipes in a wall-mounted dispenser, paper towels, liquid soap, and a broom/dust pan are available in the Lewis Room kitchen for your use. *If supplies are not available, please notify Room Reservations at roomreserve@saintraphael.org or 919-865-5710.*
3. Meeting rooms are furnished to allow optimal use for our guests and are designed to meet maximum occupancy requirements. Use only the furniture in your reserved meeting room. **Do not take furniture from other meeting rooms.**
4. Tables and chairs rearranged by the group are to be put back in the original arrangement. Each room layout diagram is posted on the walls adjacent to the door in each room.
5. Notify Room Reservations at roomreserve@saintraphael.org or 919-865-5710 of any damages to or any spills that occurred while using the facility or if you find your meeting room in poor condition.
6. If a meeting room is left in poor condition, occupants will be contacted and may be charged a cleaning fee at the discretion of the Administration.
7. For your safety, obey the occupancy numbers posted in each meeting room.



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8. Limit your event to your reservation timeframe and assigned meeting room.
9. Smoking is not permitted inside any St. Raphael building. If you smoke outside, please dispose of cigarette butts in proper receptacles.
10. Remove all items you brought (including food, condiments, decorations, personal items, etc.) at end of event. Any items left behind will be donated to charity or thrown away. **Trash from your meeting room must be removed, and bags should be placed in the Lewis Room kitchen to be picked up by the cleaning company.** Please replace trash liners which are available in the Lewis Room kitchen.

Other Information

Revoking Facility Privileges - St. Raphael reserves the right to revoke facility privileges as circumstances warrant.

Security - Based on the size and nature of an event, a security officer may be required to be on site. When necessary, a uniformed security officer will be assigned to your event and arranged through our Room Reservations staff. The rate for security services is \$25 / hour with a minimum of 3 hours, and payment is due 30 days prior to your event.

Insurance – The Applicant will be required to read and agree to the terms outlined in the ***Diocesan Agreement for Use of Parish Facilities and St. Raphael's Policies for Use of Campus Facilities*** outlined herein that protect the Roman Catholic Diocese of Raleigh, St. Raphael Catholic Church and School, and their officials and employees. In some cases, proof of additional insurance coverage may be required.

Hours of Use – Hours of Use – Guests may not occupy the facilities earlier than the time confirmed by St. Raphael Reservations staff and are to leave by the confirmed end time. Meeting rooms including Lewis Room, close at 9 pm daily. Ignatius Hall and Raphael Hall close at 9 pm Sunday – Thursday and at 11 pm Friday and Saturday.

Event Furniture Set up – Furniture set up an arrangement is the responsibility of the ministry booking the space. Set up can be provided by our contract cleaning company for a fee of \$30 a man hour.



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Decorations – Decorations may be desired to help with the theme of events; however, certain restrictions apply. Your decorating plans should be shared at the time of booking, and the Facilities staff will assist you with attaining your decorating needs. Nails, screws, staples and pushpins are not to be used. Painters tape, two-way tape and removable adhesive hooks are acceptable though guests will be responsible for any damage they cause. Items may **NOT** be hung from the stage curtains or curtain hardware in Ignatius Hall. Only painters tape is compatible with the floor material in Ignatius Hall. All other adhesives will cause damage to the floor's finish.

Signage – Promotional materials for ministry or community events are to be delivered to the Room Reservations office for approval and for placement in approved areas on easels. No more than two (2) promotional events will be displayed at any time. Items placed by individuals in unauthorized locations will be removed.

Request for Ministry Displays in the Atrium – Requests for displays / promotions in the church Atrium will be directed to Parish Administration for approval. Unauthorized items left in the Atrium will be removed.

Ministry Fundraising – Requests for fundraising should be submitted at the time of annual calendar planning to Janet Schirripa, Ministry Support Coordinator, at jschirripa@saintraphael.org and Mickey McGoldrick, Parish Administrator, at mcgoldrickm@saintraphael.org. Please describe your fundraising activity in detail.

No Fundraising will be held in the Atrium.

Foodservice Policy –Raphael Hall's kitchen is a commercial kitchen under permit with Wake County Health and Human services and must be in compliance with regulations imposed by Wake County.

St. Raphael Ministry Food Policy: (Effective July 1, 2015)

Raphael Hall's kitchen will be available to St. Raphael ministry volunteers to prepare food for fundraisers and special events under the direct supervision of a ServSafe-certified person provided by the requesting group and then approved by the Parish Administrator.



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Food from legally-permitted restaurants and caterers is allowed to be brought into the kitchen for final preparation, warming and serving. Proof of caterer's food service license and proof of insurance is required to be presented to the Parish Administrator prior to the event or kitchen access will be denied.

Potluck events with food brought in by private individuals or any source without a food service permit is not permitted in Raphael Hall kitchen. However, potluck style events can be held in the halls and the food can be served in the halls. A ServSafe certified individual is required to maintain the proper serving temperature of all food. Parish Administration can provide the contact information of our ServSafe certified volunteers.

For all events where the kitchen is open, a kitchen fee will be charged to the ministry by Parish Administration. Permit regulations require us to have the kitchen maintained and sanitized by a commercial janitorial company.

Private Events Food Policy: Kitchen access for private events will be evaluated and handled on an individual contract basis.

Alcoholic Beverage Policy - For an event at which alcohol is served, TIPS (Training for Intervention Procedures) bartenders must be on-site and responsible for the oversight of serving beverages.

St. Raphael allows our clients to provide beer, wine and champagne to their guests. Mixed drinks (liquor) or brown bagging are **NOT** permitted according to Diocesan Policy. The sale of alcohol is permitted at Parish sponsored (internal) functions. The appropriate permit from the ABC Commission must be obtained and displayed at the event. St. Raphael (and its assignees) abides by all NC and ABC alcohol laws. We reserve the right to refuse service to anyone at any point deemed necessary and to require proof of appropriate drinking age. **The sale of alcohol is not permitted at private (external) functions.**

ABC (Alcoholic Beverage Control) Permit Procedures – ABC Permit is required at any event where beer or wine is being sold. Ask Parish Administration Staff for details.

Weapons - Carrying weapons and/or concealed handguns on the St. Raphael campus is strictly prohibited.



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Emergency Contact – In the event a situation arises in which the safety of event attendees or the St. Raphael Facility is jeopardized, please call 911. When possible and safety is restored, contact our facilities staff:

Joseph Smith – 984-833-7245 or Mickey McGoldrick - 919-413-4442