

St. Irenaeus Church Policy on Use of Church Facilities

The calendar of events at St. Irenaeus is maintained by church staff. Anyone requesting to use church facilities should contact the Parish Administrative Assistant who will consult the calendar and, if necessary, other staff to determine the feasibility of hosting an event. Calendar planning is done each May and updates are considered at monthly staff meetings. Custodial or other staff **MUST** be in the building whenever an event is taking place.

Priority sequence for reserving facilities:

- **Current ministries** run by Pastoral, Catechetical, Youth Group, Christian Service, and Worship Staff *and* Commissions and Committees of the Pastoral Council, including Catechetical, Christian Service, Communications, Evangelization, Faith in Service, Social, and Worship.
- **New programs initiated by Pastor, staff, or Pastoral Council**
- **Holy Family Regional School** – our local Catholic K-8 school is sponsored by 5 parishes including St. Irenaeus, therefore, our parish accepts responsibility for hosting some of the Holy Family events each year.
- **Father Baumgartner Council of the Knights of Columbus** – our local K of C is sponsored by 3 parishes including St. Irenaeus, therefore, our parish accepts responsibility for hosting some of the K of C events each year.

Because of the numerous activities planned by our parish leaders and the limits of our staff budget, St. Irenaeus cannot accommodate most requests beyond the above groups. Accommodations are more easily met if they are planned during normal business hours.

St. Irenaeus custodial staff may be able to staff your event outside of normal business hours at the expense of your group (\$30/hr) if their schedule allows. Arrangements with custodial staff must be coordinated through the Parish Administrative Assistant.

St. Irenaeus facilities, including the Parish Hall, are not available to rent due to City of Rochester Hills zoning and regulation requirements.

Staff reserves the right to make exceptions to this policy in the event of a unique situation.

To request a date on the calendar or for further information on this Policy, contact:

Kathy Karbowski

St. Irenaeus Administrative Assistant

771 Old Perch Rd.

Rochester Hills, MI 48309

248-651-9595

irenaeus771@hotmail.com

St. Irenaeus Church

Activity Set-Up Request Addendum: Policy on Booking Church Facilities

Effective Date: 04/15/15

In order to ensure timely requested set-up, use and tear-down of parish facilities used by St. Irenaeus parish ministries and other authorized groups, the following addendum, **Activity Set-Up Request** (form attached) to the existing **Policy on Booking Church Facilities** becomes effective this date. All provisions of the existing facilities booking policy remain unchanged.

Activity Set-Up Request forms are available in the Lucite wall bin adjacent to the bulletin board at the entrance to the parish social hall. (**NOTE:** In the near future, the form will also be available online on the St. Irenaeus parish web site (www.stirenaeus.org).

Parish Staff, Commission and Committee representatives and other groups, upon booking parish facilities with the Parish Administrative Assistant, should complete the **Activities Set-Up Request form** and deposit it in the wall bin outside the Maintenance Department office located in the southeast corner of the Religious Education Building.

The Set-Up Request form enables confirmed church facility user groups to provide the Maintenance Department with information detailing event date, time and room venue ; set-up and tear-down dates; specific AV equipment and Maintenance staff support requirements and a schematic floor plan of the parish hall to provide number and placement of participant and event-support tables/chairs and equipment.

The Maintenance Department will call or email the identified event contact person to resolve any questions or concerns.

For further information on this Policy Addendum, contact:

Dick Marcy
St. Irenaeus Business Manager
248 651-9595 ext. 108
rmarcy@stirenaeus.org

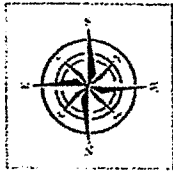
ACTIVITY SET-UP REQUEST

<p>Circle Day: Sun Mon Tue Wed Thu Fri Sat</p> <p>Event Date (Note if recurring): _____</p> <p>Event Name: _____</p> <p>Event Time: from _____ to _____</p> <p>Set-up by: date _____ time _____</p>	<p>Date of Request: _____</p> <p>Contact Name: _____</p> <p>Contact Telephone: _____</p> <p>Email Address: _____</p> <p>Requested By: _____</p>
<p><u>Reserve Space</u></p> <p>Church _____</p> <p>Social Hall _____</p> <p>Conference Room _____</p> <p>Staff Lounge _____</p> <p>Meeting Rooms:</p> <p>1 ____ 2/4 ____ 3 ____ 5 ____ 9/11 ____</p> <p>10/12 ____ 13 ____ 14 ____ 15 ____</p>	<p><u>Request Use of AV System</u></p> <p>Please circle each function you would like to use from list below:</p> <p>VIEW VIEW</p> <p>IPAD MOVIE ROKU COMPUTER LAPTOP CAMERA</p> <p>PODIUM MICROPHONE HAND-HELD MICROPHONE/S</p> <p>Request Time for Turn-on Support _____</p> <p>Request Time for Turn-off Support _____</p> <p>A/V Assistance needed during event: _____</p>

Notes/Special Instructions _____

Questions? Contact: Bob Schmidt (248) 804-7978 or Tom Simpson (248) 807-6902.

WINDOWS



EXIT

There are 7 long tables available for set-up (tables are 3' x 8')

Only 3 long tables fit on tile floor

KITCHEN

TILE FLOOR

TABLE

TABLE

TABLE

HALL DIVIDER - ALWAYS LEAVE CLEAR

Double -DOORS

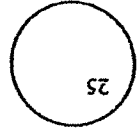
TABLE

TABLE

EXIT

TABLE

25 round tables available for set up with 8 chairs



TABLE

PARISH HALL SET-UP



PODIUM

Projection screen



TV

Audio equipment

Window

Window

Window

Window



ST. IRENAEUS PARISH HALL REQUEST FORM

Date(s) Requested _____

Times Requested _____

Group Requesting _____

Approximate Number Attending _____

Contact Person _____

Contact Phone _____

E-Mail _____

1. PLEASE NOTE QUANTITY NEEDED FOR EVENT (SEE NOTES BELOW):

_____ Table Covers (white)

_____ Disposable Aluminum Pans (Large)

_____ Placemats (white)

_____ Disposable Aluminum Pans (Small)

_____ Paper Plates (Dinner)

_____ Salad Dressings

_____ Paper Plates (Dessert)

_____ Butter

_____ Paper Bowls (Salad)

_____ Coffee (Decaf & Regular), creamer, sugar

_____ Styrofoam Cups (Hot/Cold)

_____ Tea

_____ Paper Cups (Cold or Hot)

_____ Salt

_____ Paper Napkins (Large)

_____ Pepper

_____ Paper Napkins (Small)

_____ Other (Please list below or contact Pennie)

_____ Plastic Forks

_____ Storage needs other than the day of event
(Please contact Pennie for space availability)

_____ Plastic Knives

_____ Plastic Spoons

2. NOTES:

1. The parish provides generic supplies to the requesting group. Any specialty supplies are to be provided by the requesting group.
2. The parish provides coffee and tea supplies. Any other beverages are to be provided by the requesting group.
3. Many events are held daily in the parish hall. Please contact Pennie in advance before storing any supplies (including food) in the parish hall kitchen.
4. Pennie Folk at 248-495-7435 (cell), 248-812-3044 (home), or Penelope.folk@yahoo.com

Comments:

3. Please return this form and attached hall layout to Kathy Karbowski one week before the event.