

# Guidelines for Facilities Use

## Purpose:

The purpose of these guidelines is to assure the proper use of the facilities of St. Joseph Church and School.

## Effective Date:

May 1, 2011

## Facilities use parameters:

- Facilities are for the use of organizations that further the mission of the Church and/or School.
- They may not be used by organizations for the purpose of profit.
- They are not available for private use.

## Scheduling information:

- Rooms are reserved through the St. Joseph website by clicking the ***Request a Room*** link on the ***Facilities*** "pull-down" (i.e. at the top of the page.)
- The normal hours of operation are 7:00 AM to 10:00 PM. All room usage must be within these hours of operation.
- Organizations needing to extend facilities usage beyond 10:00 PM must obtain a "Room Use and Extension Authorization", prior to the event date. This form may be obtained from the Facilities Manager (Ruby Steponaitis).
- This "Authorization" must be held in reserve at the site and time of the event, and be provided to the *Security Lockup Person* when requested.

## Following is a list of events that are explicitly sanctioned for use of the facilities<sup>1</sup>:

1. Receptions held in conjunction with sacraments celebrated at SJCC
2. Events that involve the School or Church directly, or which further the mission of either.
3. Events that the Pastor determines are for the good of the parish and/or school.

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<sup>1</sup> This list is neither inclusive nor exhaustive.