

**There is a separate policy for rental of facilities, and use of the hall. For rental or use of the hall facilities, contact **Dennis Kaiser 299-4084**. For rental of other facilities, contact the rectory office.**

## **PROCEDURE: SCHEDULING USE OF MEETING ROOMS**

**PURPOSE:** To establish procedures for scheduling meetings held in St. Joseph Parish facilities.

**PROCEDURE:** This procedure includes use of the following facilities:

	<u><b>Maximum Capacity</b></u>
Good Shepherd Room	35
St. Francis Room	75
St. Joseph Room	50
Education Building – Resource Room *	10
Education Building – Classroom *	25

\*These rooms are utilized when all others are occupied. When used, the same procedures apply.

- The Parish Office Manager is the contact person if you wish to schedule meeting rooms **other than rental or use of the hall**. All committees who meet on a regular basis should submit meeting room schedules no later than August 1.
- Requests should be in writing (or by e-mail to [donna@stjosephslanc.com](mailto:donna@stjosephslanc.com)) and should include: committee, date, time, estimated number of attendees, phone number, and the room requested. There is a form attached for your use. (The form is also available on our web-site ([www.stjosephslanc.com](http://www.stjosephslanc.com))).
- If you e-mail your request, you must follow up with the Parish Office Manager to ensure receipt.
- Refreshments, room clean-up, and checking the condition of the restroom are the responsibility of the committee (see checklist attached).
- In the event there is a need for meeting room set-up, e.g., equipment, room layout, etc., the custodian must be notified. The form attached should be used for that purpose.
- Meeting room use is on a first-come first-served basis. If the meeting room you requested is not available, you will be notified by the Parish Office Manager and another meeting room will be provided.
- The Parish calendar is maintained in the rectory office and includes all meetings for the year.
- After August 1, individuals may call the rectory to schedule a meeting room, and the rectory personnel will verify availability.
- If your meeting is cancelled, you must notify the Parish Office Manager.
- Following a meeting, it is the responsibility of the Chairperson to leave the room in good order, turn off the lights and lock the door. If you unlock any door, you are responsible for locking it.
- If any social event or meeting is scheduled in the rectory, the person responsible should arrive at least one-half hour before the scheduled event. They are also responsible to ensure the area is cleaned up.

**CONTACT:** Parish Office Manager (397-6921)

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NO.   2**

**Revised 1/06 Revised 10/07 Revised 5/08 Revised 1/10 Revised 5/10**