

# FACILITY USE/SPACE RESERVATION

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## USE OF FACILITIES

Church of the Ascension is a very active parish supporting multiple ministries. This means our facilities are constantly in use. Following are guidelines and process for reserving and using our various facilities.

- Priority of scheduling facility use is as follows:
  - 1) Sacraments
  - 2) Education
  - 3) Parish Wide Events (open to all)
  - 4) Classes, Meetings, Ministry Activities
  - 5) Outside Groups including Archdiocesan Events (with the understanding that at times an Archdiocesan event might rise to a higher priority.)
- A "Space/Resource Request" form must be completed for ALL facility requests. This form can be found on the parish website or the Parish Office. Once completed, the appropriate Ministry Head (staff member) will review the request and approve/disapprove. Due to the amount of activity in our parish, it can never be assumed a certain space is available at any given time. There are *no* exceptions.
- Please be sure to reserve all of the space needed for a function to include time for set-up, clean-up and equipment (ie: microphone, podium...)
- If the Space Request includes a request to reserve the Nursery or School Gym, the appropriate Ministry Head will need to secure approval from the respective contacts of these locations prior to approval.
- If there is a change in the reservation for any reason, it is the requestor's responsibility to inform the receptionist in the Parish Office. Please do not assume that a conversation with the pastor or another staff member constitutes an official schedule change.
- From September-April, the Parish Hall, Sanctuary, and school facilities are unavailable on Wednesday and Sunday evenings due to YFF classes.
- Parish-wide fundraisers sponsored by the "parish as a whole" take precedence and may require rescheduling of some events.
- In case of facility conflicts, please check and respect the groups listed on the weekly calendar in the Gathering Space, Parish Hall meeting rooms and those listed on the calendar on the parish website.
- If not wanting a meeting or activity to appear in the "Weekly Calendar of Events" published in the weekly bulletin, the requester will need to include two asterisks (\*\*) at the end of the Event Name when completing the Space Request Form. This will indicate to the bulletin coordinator NOT TO PUBLISH.
- Space is reserved on a one year basis. (ie: Annual Spring CRHP weekends are scheduled a year in advance once the current retreat is over.)
- Facility Requests & Events related to Sacraments, education and Parish Wide Events can be requested by Staff in the spring. Other requests for Classes, Meetings and Ministries can be sent July 1 of each year unless pastoral permission is granted to submit prior to July 1.
- Many facility spaces available to evening parish functions also have a daily designated use. Please respect the layout and personal property of the space and leave it clean after use. Please return any items to their original location. Diagrams are available showing how these rooms should be arranged at the end of any activity. Please notify the Parish Office immediately if anything is broken or damaged in any way.
- Parish Facilities are available only for parish functions and those connected with parish ministries. Due to the large number of parish groups and activities utilizing our limited parish facilities, we are unable to make our facilities available to parishioners for personal or family functions, such as anniversaries, parties, receptions, reunions, etc.
- Gym/Field Rental & Requirements: \$100/hr or \$50/hr if two are renting at the same time. Proof of \$1M insurance policy with Church of the Ascension listed as a certificate holder. School/Church events and ministries take priority over any Gym/Field rental.

## FACILITY SECURITY-KEYS

It is essential our facility remain secure. Keys to all areas are available for check out through the Parish Office. To check out a key(s), one must come to the Parish Office during normal business hours before your event to check out a key. It is each requestor's responsibility to ensure that the facility is locked if they are the last to leave the area! Please do NOT prop open doors! All keys must be returned the next business day following the event either to the Parish Office or placed in the parish mail slot behind the gathering area bulletin board. Keys are NOT to be placed in the any wooden box that might be in the gathering area.