

## **St. Philip Neri Parishioners' Center And Assembly Hall Guidelines for Facility Use**

The St. Philip Neri Parishioners' Center and the St. Philip Neri School Assembly Hall (the "Facilities") are available for use by ministries and other organizations of St. Philip Neri Parish and St. Philip Neri School.

All groups requesting the use of either of the Facilities must follow these Guidelines, both in reserving space in the Facilities, and in conducting activities in the Facilities.

With respect to the Assembly Hall, these guidelines apply only to use after 6:00 p.m. All use of the Assembly Hall prior to 6:00 p.m. must be coordinated through the Principal's office.

To ensure fairness and best accommodate the large number of Facility users, these Guidelines will be enforced strictly.

Failure to comply with these Guidelines may result in suspension of privilege of use.

Any questions regarding these Guidelines should be directed to the Facility Manager, Jill Rabalais (phone - 887-5600, ext. 30).

### **GUIDELINES FOR RESERVATION OF FACILITIES**

1. **Reservation Priority.** The opportunity to reserve the Facilities is available on a priority basis, according to the following procedure:
  - (a) Parish ministries can reserve the Facilities at any time, and therefore have first priority for reservations. Parish ministry activities may be scheduled by the Pastor, Pastoral Council, Finance Council, Director of Religious Education, Youth Director, and the heads of Parish ministries.
  - (b) Prior to August 22, 2005, and August 15 of each year after 2005, the school will have the opportunity to reserve the Facilities for school activities for the upcoming year. All school reservations made prior to August 15 of any year (except 2005, for which the deadline is August 22) must be coordinated through the Principal's office.
  - (c) Reservations for all other organizations can be made on a calendar year basis, commencing August 22, 2005, and August 15 of each year after 2005. That is, until August 15 of any year (except 2005, for which the deadline is August 22), no other organization can reserve space in the Facilities for the upcoming year.

- (d) On August 22, 2005, and August 15 of each year after 2005 (or the next Monday, if August 15 falls on a Sunday), the Facility Manager or a representative will be at the Parishioners' Center Office from 8:00 a.m. through 6:00 p.m. to receive Facility Request Forms for the upcoming year. Reservations will be accepted on a first-come, first-served basis.
- (e) After August 22, 2005, and August 15 of each year after 2005, any organization of the parish or school may submit a Facility Request Form, and all reservations are subject to availability.
- (f) Once space in the Facility has been properly reserved in accordance with these Guidelines, no organization may "bump" another organization from their previously reserved spot. In rare cases, however, the Pastor may need to bump a function to make room for an important Parish function that can not be scheduled for another time. In those rare cases, the Pastor will notify the group representative as soon as the conflict becomes known.
- (g) If any organization wants to reserve a portion of the Parishioners' Center at a time when another organization has previously reserved it, then the group representative from that organization should contact the group representative of the organization holding the reservation. If the organization holding the reservation agrees to modify its reservation to accommodate the new organization, then the Facility Manager must be notified, and the Facility Request Form for the first event must be revised, and a Facility Request Form for the new event must be filled out and signed. Everyone is encouraged and expected to be as considerate and as accommodating as possible when these conflicts arise.

2. **Facility Request Form.** All groups requesting the use of a Facility must submit a Facility Request Form using the following procedure:

- (a) Facility Request Forms may be obtained at the PC Office, the School Office, the Rectory, from the Porte-Cochere entrance of the Church, or on-line at [www.stphilipneri.org](http://www.stphilipneri.org) (under the "SPN Parish" tab).
- (b) All areas of the Facility Request Form must be completed in order for the request to be considered.
- (c) The completed Facility Request Form can be submitted by handing it to the Facility Manager, placing it in the box marked "Facility Request Forms" in the Parishioners' Center office (or after hours, placing it in the slot in the Parishioners' Center office door), or by faxing it to the Facility Manager at (504) 456-6857.

- (d) A request for use of one of the Facilities is not approved until the Facility Manager has signed the Facility Request Form and delivered a copy of the signed form to the group representative.
3. **Consult the Reservation Book In Advance.** A binder with the label “Parishioners’ Center Reservation Book” is kept in the reception area of the Parishioners’ Center office, which is open from 9:00 a.m. until 4:00 p.m. weekdays (except holidays). The reservation book shows the functions that have been booked in the Facilities. It also shows the capacity of the Assembly Hall and each area of the Parishioners’ Center, to help in choosing the proper amount of space to reserve. This same information is available on-line at [www.stphilipneri.org](http://www.stphilipneri.org) (under the “SPN Parish” tab). It is suggested that, before submitting a Facility Request Form, Facility users consult the reservation book or website. This will show whether the Assembly Hall or the requested area of the Parishioners’ Center is available for the date and times requested, and what activities have been booked for other areas of the Parishioners’ Center that will overlap with the requested event. Consulting the reservation book or website in advance of submitting your Request Form can avoid requests for Facility space already reserved by another group. **CAUTION** - Although the Facility Manager will endeavor to keep the reservation book and website as up to date as possible, the reservation book and website cannot be relied on for bookings. The only way a group can be certain it has reserved the Assembly Hall or an area of the Parishioners’ Center is to have a Facility Request Form signed by the Facility Manager.
4. **Reserve the Proper Amount of Time.** When filling out the starting and ending times for an event on the Facility Request Form, be sure to include all time necessary for setting up before the event and for cleaning up after the event. Another organization may be using the same area either immediately before or immediately after the scheduled times of your event. Therefore, you should not rely on being able to arrive early to set up, and it is very important that all areas that are used for your event be vacated and left in proper condition at the scheduled ending time. Organizations should not, however, overbook the Facilities by reserving excessive time for set up or clean up. When scheduling your starting and ending times, please be considerate of others who may want to use the Facilities before or after your event. The Facility Manager may refuse to reserve some of the time requested in obvious cases of overbooking.
5. **Reserve the Proper Amount of Space.** Because of the many groups that use the Facilities, it is important that the group representative submitting the Request Form book only the minimum amount of space necessary for the event. Please be considerate of other groups who may need to use the Assembly Hall or Parishioners’ Center at the same time as your event, and do not overbook by either reserving the Assembly Hall when a smaller space in the Parishioners’ Center will suffice, or by reserving too large of a space in the Parishioners’ Center. The Facility Manager may refuse to reserve part of the space requested in obvious cases of overbooking.

6. **Simultaneous Activities.** Simultaneous activities will often be occurring in the Parishioners' Center. This may sometimes result in less than ideal atmosphere; however, no group has the right to deny another group the simultaneous use of a different area of the Parishioners' Center on the basis of possible noise or other inconvenience. All groups should be considerate of other groups that are using the Parishioners' Center simultaneously, and should keep noise or other interference to a minimum.
7. **Notify the Facility Manager of Any Changes to Your Plans.** In consideration of other groups requesting space in the Facilities, the Facility Manager should be informed immediately if an event is cancelled or shortened. Please remember that neither the time nor the space reserved for an event may be increased unless the group representative requests and receives a revised Facility Request Form from the Facility Manager. In any event, the Facility Manager should be notified of any changes at least 24 hours prior to the event.

### **Guidelines for Facility Use**

1. **Catholic Standards Must Be Followed.** No activity will be allowed in the Facilities that is in violation of Catholic Christian standards.
2. **Equipment Operation.** The Facility Manager or a representative approved by the Facility Manager will have the sole responsibility of operating all equipment (lights, sound system, heating/air, kitchen appliances, etc.). No one should use the gas stove or other kitchen appliances without being trained and approved by the Facility Manager.
3. **Supervision; Children.** All groups using the Facilities are responsible for the supervision of those attending the event. Children must be supervised by responsible adults at all times. During a scheduled event, children should not be allowed outside of the Facilities without adult supervision, and likewise should not be allowed to roam unsupervised through the unoccupied areas of the School or Parishioners' Center.
4. **No Smoking.** No smoking will be allowed in the Facilities, including the foyer and restrooms. Smoking is only permitted outside, where smoking receptacles are provided.
5. **No Gum Chewing.** No gum chewing is allowed in the Facilities.
6. **The Stage.** No one is allowed on the Parishioners' Center stage or behind the stage curtains unless the stage has been reserved and is being used for the specific activity.
7. **Security.** If an event ends after 4:00 p.m. and there is no other organization using the Facility at that time, then the group representative is responsible for making sure all of the exterior doors, as well as all interior doors used for the function, are securely shut and locked and the security alarm is properly armed. If security for an event is deemed necessary by the Facility Manager, the group representative will be notified as soon as possible. When security is required, the hiring and payment of security personnel is the responsibility of the group.

8. **Keys and Alarm Codes.** For events that require the group representative to open or close the Facilities, the Facility Manager will provide keys and alarm codes, and will instruct the group representative regarding how to arm and disarm the security alarm. Keys and alarm codes will be entrusted only to the group representative in charge of the event, and he or she should not give the keys and alarm code to anyone else. Keys should be returned to the Facility Manager promptly after the event. Group representatives for some organizations that have recurring events, such as the Men's Club and Ladies Co-Op, will be entrusted with keys and alarm codes for use throughout the year, pursuant to a separate agreement to be supplied by the Facility Manager. No one is allowed to make a duplicate key to either of the Facilities.
9. **Noise.** The group leader is responsible for controlling noise in the Parishioners' Center, so that other groups and ministries meeting at the same time will not be disturbed
10. **Decorations.** No helium filled balloons are allowed in the Parishioners' Center. Nothing will be placed on the walls or hung from the ceiling without specific permission written into the Facility Request Form. Each group is responsible for removing and disposing of all decorations. Each group is responsible for any damage caused by the attachment or removal of any decorations.
11. **Clean Up.** At the end of the function, all spills must be cleaned up, and all food, beverages, food containers and trash must be disposed of. Trash can be placed in garbage bags securely fastened and placed in the rolling garbage bins located by the back of the multi-purpose room doors of the Parishioners' Center. Personal and other items (books, papers, pencils, clothing articles, etc.) must be removed at the end of the meeting. Nothing shall be left on the floors or in the hallways, foyer or porch.
12. **Cleaning Deposit.** If it is determined by the Facility Manager that a major clean-up may be needed, requiring an outside cleaning crew, the group may be required to deliver a cleaning deposit prior to the event. The cleaning deposit will be refunded after the event, if the group performs its own clean up and the Facility Manager determines that an outside cleaning crew is not required.
13. **Tables and Chairs.**
  - (a) For functions in the Parishioners' Center meeting rooms. At the end of the function all tables and chairs must be left clean and returned to their original positions, as noted on the room layout posted in each room.
  - (b) For functions in the Parishioners' Center multi-purpose room. At the end of the function all tables and chairs must be left clean and ready to be put away by PC personnel.
  - (c) For functions in the Assembly Hall. At the end of the function all tables and chairs must be left clean and returned to their original positions, as noted on the room layout posted in the foyer.