

# OFFICE POLICIES AND PROCEDURES

<b>SUBJECT:</b>	<b>YEARLY FACILITY SCHEDULING</b>
<b>EFFECTIVE DATE:</b>	May 1, 2019
<b>DATE LAST REVIEWED:</b>	April 30, 2019

## PURPOSE/OVERVIEW

St. Anne Roman Catholic Parish will manage yearly scheduling rooms and spaces for employees, entities, as well as, internal and external groups

## APPLIES TO

This policy applies to all employees, internal ministry leaders and outside groups using our facilities, including independent contractors.

## POLICY

### Yearly Scheduling

St. Anne Roman Catholic Parish will manage the yearly room and building reservations for July 1 – June 30<sup>th</sup> each fiscal year in the following way. We will require all staff members to submit their scheduling needs for the next fiscal year, by the end of May each year. The ministries of the parish will submit their requests by the end of June, with outside groups submitting their requests following July 1<sup>st</sup>.

RESERVATION FOR	WHEN TO SCHEDULE
Exceptions (see list below)	Scheduled When Known
Parish Staff Requests	In by May 31 <sup>st</sup> each year
Parish Ministries	In by June 30 <sup>th</sup> each year
Outside Groups	Accepted after July 1 <sup>st</sup>

Non St. Anne Roman Catholic Parish affiliated groups (such as community organizations) may be required to obtain insurance coverage for events. The cost for coverage by Catholic Mutual is \$25 per event. The Parish Administrator will assist in obtaining this coverage. The \$25 fee must be paid for the facility to be reserved.

## CONTACT

You should direct questions regarding this policy to your direct supervisor or the Director of Parish Administration.

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## EXCEPTIONS

Must be approved by the Pastor or Director of Parish Administration.

### Exceptions to the Above Guidance

- All exceptions must be submitted by a Director or Clergy
- Major Parish Events (i.e. Parish Picnic, ST.A.A.G.E. Productions, Parish Missions and other major events to be determined by staff)
- Liturgical Events will be scheduled as soon as they are known, as they take priority over other parish events.
- Pastoral Office Closing: no group or ministry may utilize the parish facilities on days the Parish Administration and Faith Formation offices are closed. The Parish offices are closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Holy Thursday (at noon), Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday, Thanksgiving Friday, Christmas Eve Observance (at noon), and Christmas Day Observance. Plus, the week following Easter and the some days following Christmas to be determined by the Pastor.
- Weddings will be allowed to schedule 1 – 1 ½ years in advance within the normal guidelines for weddings. Being aware that Major Parish Events may preclude their requests.
- Care will be taken to avoid conflicts, however, major parish and diocesan events will always have priority over regularly scheduled meetings and events. If a conflict arises during the year, the Facility Scheduler will communicate immediately with ministry leaders and contacts to work out alternatives when possible.

## RELATED POLICIES, PROCEDURES AND MATERIALS

For up to date procedures and policies, please visit the St. Anne web site at [facilities.stanneaz.org](http://facilities.stanneaz.org)