

To: St. Roman Parish Facility Users

From: Karen Gasperetti, Administrative Assistant

You are receiving this packet because you have used one or more of the Parish facilities in the past year. All committees/organizations are required to take part in the calendar reservation process. If you are a Parish Council Standing Committee and have met on a specific night, we may have already entered your information. Please check all information carefully. If you have not yet had your dates entered, you may submit your request for dates and facilities immediately. You need not use a special form; however, **THE REQUEST MUST BE MADE IN WRITING**. If your meeting is on the same day each month, you can give a description and list it as “the first Thursday of each month, 7:00 to 9:00 pm in Adamski Hall”. Please double check your regular meeting dates with the calendar you received. There may be a need for an alternate date every now and again because of holidays, Holy Week, etc. according to the policies within this document.. Please refer to the calendar provided, so that you don’t make a request that we already know will not work out.

I would appreciate it if special dates would be submitted in date order.

The information below needs to be filled out completely, **EACH** instructions/statements with “\_\_\_\_\_” before it, needs to be initialed and the statement on the last page signed before this form is returned with your request for dates. This procedure is followed to educate you on the expectations that help to protect our children and the investment in our campus and to help us accomplish our goals and carry out the mission of our ministries. Your events will not be entered into the computer unless we have this entire completed memo.

You are receiving a copy of the weekly Parish Calendar for fiscal year 2008/2009, which includes the school and parish activities/formation classes, planned by the paid staff that need to be worked around. It also includes some events that are dictated by outside sources, like SHARE, Market Day, and the Meal Programs for the less fortunate. I have also made notations of school early dismissals and days off, and the Packer Schedule so you can plan outings, special events, preparations, sessions, etc.

Name of Organization/Committee \_\_\_\_\_

Calendar Process Representative \_\_\_\_\_

Position in the Organization/Committee \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name and Phone Number of additional adults who may be responsible for the facility (We must have at least one name listed, but would appreciate the information of your entire board):

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The following is a list and description of our facilities with their calendar abbreviation:

Adamski Hall (AH)—large groups, 30 to 300 people. Adamski Hall is available during after school hours as well as certain hours for use during regular school hours if the school/Hot Lunch Program is not using it. There are to be no practices involving balls of any kind in Adamski Hall. It is Wheelchair accessible.

Adamski Hall Kitchen (AK)—Must be requested in addition to Adamski Hall if you intend to use it.

Betz Center (BC)—large groups, up to 700 people. Also should be used for physical activities, sports, games, etc. The Betz Center is **NOT AVAILABLE DURING SCHOOL HOURS** for use due to daily physical education classes. It is Wheelchair accessible.

Church (CH)—Reserved for Liturgical Celebrations only.

Church Meeting Room (CMR)—Formerly “The Bride’s Room” can be used for small meetings of 10 people.

Choir Room (CR)—Limited use for small musical instruction and meetings.

Instructional Media Center (IMC)—this should be used for Adult Committees or highly supervised youth because of the Computer and Library equipment. It can accommodate about 30 people. There are to be NO food or beverages served or consumed in this room.

Narthex (NX)—Limited use for meetings/classes. The Parish Council adopted a policy banning the sale of anything in the Narthex. All fund-raising will take place in Adamski Hall, the Betz Center, or the lobby or hallway.

School Classrooms (SCH)—Limited use for meetings/classes.

Units (U)—The trailer on the East Side of the parking lot. North Unit available for meetings.

Parish Office Lower Meeting Room (POLMR)—up to 40 people. Full kitchen facilities. Recommended for meetings, appreciation dinners, small classes, etc. This facility is NOT Wheelchair accessible and the stairs can be difficult for the elderly.

Parish Office Print Room (POPR)—up to 20 people. Not the nicest environment for a meeting.

Parish Office Upper Meeting Room (POUMR)—8 to 12 people, dry erase board available for use.

Parish Office Resource Room (PORR)—up to 8 people.

\_\_\_\_\_ All committees are required to take part in the calendar reservation process, whether events are held during the school day, after school, or on weekends. Most staff, formation events, and standing committee meetings have already been scheduled. The exception is the RCIA program which we facilitate in collaboration with St. Charles and which may affect Adamski Hall or the Parish Office Lower Meeting Room. Priority will be given to the RCIA program when we get their dates, so if you are looking at dates that might be in conflict, please do not publicize anything until the final calendar is out in late June or early July.

\_\_\_\_\_ If you need more than 30 minutes set-up or clean-up time around your meeting or event, you must request that time separately. No meetings or events will be scheduled less than 30 minutes from another.

\_\_\_\_\_ You may not schedule activities/meetings/practices during Holy Week, **April 5th through 12th, 2009.** Religious Formation and Human Concerns activities, alone, are approved for facility usage during this time.

\_\_\_\_\_ No practices/meetings will be held on Labor Day, Thanksgiving Day, Memorial Day, Christmas Day, or New Year’s Day. No practices/meetings/events will be held on Christmas Eve. No practices/meetings after NOON on New Year’s Eve.

\_\_\_\_\_ Changes in meeting/event times MUST be communicated to the Parish Office.

\_\_\_\_\_ Cancellation of meetings/practices/events MUST be communicated to the Parish Office ahead of time so that others may have the opportunity to use the facility.

\_\_\_\_\_ If you use the “units” for your meetings, please be aware of the Weight Watcher meeting schedule below. Also be aware that the only area to be used is the North end. Set up and take down of tables is your responsibility. Please leave the room as you found it.

Monday	4:30 pm-8:30 pm
Tuesday	4:30 pm-8:30 pm
Thursday	11:30 am-1:30 pm
Saturday	7:30 am-11:30 am

\_\_\_\_\_ All data from organizations/committees will be entered as it is received in the Parish Office. This is not a first come—first serve procedure. Conflicts will be worked out with the parties involved.

\_\_\_\_\_ Do not publicize any of your functions until they are confirmed when the parish calendar process has been completed.

\_\_\_\_\_ Don’t just look to see if a meeting room is available. See what else is going on – who’s involved? Set up? Equipment and furniture availability? This is especially important for weekend events!

\_\_\_\_\_ Either the full time or part time secretary is able to answer questions in regard to the calendar and space availability. Please address your questions to whoever answers the phone.

\_\_\_\_\_ We need to have additions, deletions, and changes to calendar events in writing. Please drop your requests off at the parish office, email it to stroman@stromans.com, or fax it to 414-282-6464. Realizing that it is not always possible to get it here in writing, we will make every attempt to efficiently handle phone requests when you are in need of immediate attention.

Now that you have your facility for your event, you are expected to follow these procedures within the execution of the event:

\_\_\_\_\_ Pick up a key or keys during regular parish office business hours. **We will only sign them out to an adult.**

\_\_\_\_\_ Please make sure you communicate all the areas you will need to access in connection to your event so that you receive the proper keys. For example: If you are having an event in Adamski Hall and will be using ice, you will need to sign out a key to the Betz Center to access the ice machine. You must keep the Betz Center secure from other people’s access in the process, locking it behind you.

\_\_\_\_\_ Please follow the return instructions on the outside of the envelope you receive the key in. Remember to return the envelope with the key in the **MAIL SLOT IN THE BACK DOOR AND NOT IN THE MAILBOX ON THE BACK PORCH.** The return of the key is expected immediately following your event unless otherwise arranged.

\_\_\_\_\_ Fill out the usage form. We look at these and follow up on anything that is out of the ordinary.

\_\_\_\_\_ You are responsible for facility security. All unlocked doors must be supervised. Do not transfer your facility keys to anyone, unless it is prearranged through the parish office. It is recommended that the outside doors be secured when you know all your attendees are present. When locking up, please test that the door is locked by pulling on it. Sometimes they close softly. When you are leaving, lock the outer doors if another meeting is in progress and it seems all parties are in attendance. If you have problems with the glass doors to Adamski Hall, check the magnetic lock switch above the door.

\_\_\_\_\_ You are responsible for facility cleanup. Cleanup includes, but is not limited to:

- Wiping down and storing any and all equipment used—tables, chairs, dishes, sports equipment, etc.
- Sweeping the floor; spot mopping where appropriate. Don't forget any bathrooms that were used. Cleaning supplies are available. If you don't know where they are, please ask prior to your event.
- Collecting any recyclable items. Dispose of garbage. When clearing tables, pour liquids and ice from cups before discarding them. They could be stacked inside each other to save garbage space. This also eliminates spillage on the floor and in the garbage cans.
- Collecting garbage and disposing in the dumpsters located in the northeast corner of the parking lot. At a minimum, garbage cans are to be emptied, putting the full bags in the gray carts in the hallway between Adamski Hall and the Betz Center. New liners are to be put in the cans.
- Before you can use the dishwasher and other kitchen equipment, you need to meet with the Hot Lunch Staff for training.

\_\_\_\_\_ You are responsible for reporting any damage incurred during your facility usage. You should take note of any facility or personal damage prior to your event and record it on the form received at the time you sign out your key and indicate any damage or injury that happened during your facility usage on the same form. This helps our maintenance department to stay on top of any needed repairs.

\_\_\_\_\_ You are responsible for securing the facility before departure. This includes locking interior and exterior doors and shutting off lights. Don't forget to check the restrooms.

\_\_\_\_\_ Decorations are allowed on the walls, stage, basketball hoops, from the Adamski Hall and hallway ceiling clip-hooks, but not from the ceiling or roof support structure of the gym area.

\_\_\_\_\_ Paper goods and other non-reusable items should be supplied by each group for their own fundraisers.

\_\_\_\_\_ In general, there is no facility usage fee. However, the parish reserves the right to levy a fee where appropriate. There is a separate policy for fundraising which suggests that 10% of the net proceeds be paid to the parish to cover overhead.

\_\_\_\_\_ The parish pastor reserves the right to make the final decision on any and all facility scheduling, usage, and fee issues.

\_\_\_\_\_ Incident Reports—please keep a copy that you received with this calendar information with you during your event. Additional copies are available in the Adamski Hall Kitchen, the Betz Center Kitchenette, and the Narthex Kitchenette.

\_\_\_\_\_ If you are doing a raffle fund raiser, you are required to follow the procedure on the form you received with this calendar information.

\_\_\_\_\_ In return for their sponsorship to our parish, Pepsi will be the exclusive supplier of all non-alcoholic beverages including but not limited to carbonated soft drinks, fruit juices, fruit drinks, teas, waters, and isotonic sold at and supplied to St. Roman Parish until further notice.

\_\_\_\_\_ We will honor a similar contract with Miller Brewery for all alcoholic beverages. Please review the separate Alcohol Policy approved by Parish Council in the Fall of 2006.

\_\_\_\_\_ St. Roman is a smoke free environment, and therefore, there is NO smoking in any areas of the buildings, including restrooms or vestibules. Smokers need to physically leave the building.

\_\_\_\_\_ Failure to adhere to this policy/procedure may result in the loss of the privilege to use the facility.

\_\_\_\_\_ ComeUnity Weekend activities need to be communicated to the Parish Office after setting them up with the ComeUnity Weekend Chairperson.

\_\_\_\_\_ Children must be under direct supervision in St. Roman Facilities at all times. If you bring them with you, they must remain in the room you are scheduled to use. Children may not roam the hallways or occupy rooms you did not sign out or be allowed to play outside unsupervised. There must be two adults present for each group of children meeting on St. Roman grounds. Minors cannot be left alone without adult supervision, example: your practice or meeting ends, someone comes early, other coach/leader not there yet.

**Closings due to inclement weather:**

\_\_\_\_\_ The Ash Wednesday snow storm of 2008 resulted in the closing of all Milwaukee Public Schools. When this happens, it follows that St. Roman Parish School will also be closed. Further, in accordance with our Parish Council mandate, all night time events at the parish and school are cancelled as well. An exception to this policy was made due to unusual circumstances. Those being that there was a full schedule of Ash Wednesday Services and a Fish Fry, for which preparations were solidly in place, including the delivery of the fish. The question was how the public could be notified of the cancellation of these events. Television and radio are the obvious answers. Rather than having a separate criteria for cancelling events we will continue to let MPS make the school closing decision and we will follow their lead for all parish activities including any weekday/evening religious services. The Pastoral Staff will make the decision on weekend activities should inclement weather occur then. Therefore it is essential that you look to the television and radio for cancellation notifications. This is being done with the safety of our parish members, volunteers, staff and the general public in mind.

## Regarding Maintenance “Work Request Forms”:

\_\_\_\_\_ The parish does not have second shift/weekend maintenance staff available to take care of set up or clean up of events. Each organization is responsible for **set up**, execution, and **clean up** of their events. In the rare instance when the Maintenance Department may be required over-time pay must be paid. This expense will be charged to the sponsoring group. The Maintenance Staff may not accept cash payment for their assistance. Please call the Director of Administrative Services at the Parish Office to determine availability. If it is determined that the Paid Maintenance Staff is required, “Work Request Forms” will need to be completed. Please submit this form if necessary, **a minimum of 2 to 3 days prior to the completion date** of the duty.

## Advertising Your Event:

To convey information to our parishioners through the bulletin and pulpit announcements, it is recommended that you precede your event with bulletin articles two to three weeks in advance of the event and then have a pulpit announcement made the weekend of the event. We will limit the advertisement to three consecutive weeks unless we have extra room or the article contains different details. The pulpit announcements will be brief and to the point. Details should be printed in the bulletin.

If it is an event that has reservation deadlines, or requires a lot of different information, you may want to publish bulletin articles for two or three weeks, then have a couple weeks off and then start them up again.

\_\_\_\_\_ Bulletin Articles—The forms are to be turned in to the Parish Office by 9:00 am the Monday before the following Sunday’s publication. While we are not concerned with usage of the exact form, **IT MUST BE SUBMITTED IN WRITING—NO EXCEPTIONS**. Written articles can be dropped off at the Parish Office in person, through the mail, via the collection basket, faxed to 282-6464, or emailed to [stroman@stromans.com](mailto:stroman@stromans.com).

\_\_\_\_\_ Because the parish went to a larger bulletin, and we are being more economically and ecologically sound, many times we place a full page in the bulletin rather than inserting a flyer. In this case, we would prefer the flyer be emailed to the parish office by the Monday bulletin deadline. If Flyers/Forms are to be STUFFED in the bulletin, we need to know about them by noon on Tuesday and they need to be in the Parish Office by noon on Wednesday if we are copying them for you or on the Thursday by 3:00 pm if you are dropping off the 1300 copies needed to be stuffed. There is only one stuffer per event (with the exception of the festival and the Joint Parish Mission) but an informational article can be put in the bulletin before and/or after the stuffer. It is also recommended that inserts be emailed to Glenn Mohs ([gmo@wi.rr.com](mailto:gmo@wi.rr.com)) to post to the web page.

\_\_\_\_\_ Pulpit Announcements—These need to be in the Parish Office by 4:00 pm on Wednesday before the announcement is to be made in church. Normally, if there is an article in the bulletin, we do not make pulpit announcements about the same subject. Announcements can be dropped off at the Parish Office in person, through the mail, via the collection basket, faxed to 282-6464, or emailed to [pziegenhorn@stromans.com](mailto:pziegenhorn@stromans.com).

\_\_\_\_\_ Bulletin articles and pulpit announcements are subject to editing.

\_\_\_\_\_ While we allow posters to be hung around the campus, we ask that they be removed as soon as your event is over. Also please be aware that nothing is allowed to be hung on the glass that separates the Church from the Narthex.

## Check Requests

\_\_\_\_\_ Checks are issued on Monday and Thursday mornings, and available for pick up or mailing on Tuesday and Friday mornings. Please make sure to plan ahead when requesting checks as they require two signatures. If they are requested outside these time frames, we may not be able to have them ready when you need them.

**Specific to Athletics:**

\_\_\_\_\_ EACH Sport and Concession Coordinator responsible for or using the facilities must submit one of these forms.

\_\_\_\_\_ The coordinator of each sport must submit a schedule showing which teams/coaches practice within the slotted times that have been assigned to the Athletic Association as practice sessions. Any changes in that schedule must be communicated to the parish office in a timely manner.

\_\_\_\_\_ If teams want to practice at times other than their regularly scheduled times during the days that school is not in session, the coaches must schedule it through the parish office, keeping in mind that they may not exceed their regulated number of sessions or the time allotment.

\_\_\_\_\_ There are to be no practices involving balls of any kind in Adamski Hall, the hallways or any facility other than the Betz Center gym area or the outdoor athletic field.

\_\_\_\_\_ Practices are scheduled through the regular season only. Additional times, due to after season tournaments will be scheduled through the parish office.

\_\_\_\_\_ End of year team open gym parties will be scheduled through the parish office and must be scheduled within 2 weeks of the end of the team's season.

\_\_\_\_\_ Weekend league games will be scheduled after the league designates the games according to our lockout dates we submit before their deadlines. Thus, tournaments should be scheduled well in advance of those deadlines.

\_\_\_\_\_ No food or drink is allowed in gym area during practice or after season parties.

\_\_\_\_\_ End of year sports banquets should be calendared at the time of the parish calendar process. If they are not scheduled before the beginning of the fiscal year and there is another group in the facility you need, their preplanning will not be interrupted by asking them to adjust their day or facility.

I have read and initialed all the calendar information and facility usage expectation and agree to comply with the guidelines. I also agree to communicate this information with all additional volunteers.

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Signature

Date