

St. Bartholomew the Apostle Church

5356 11th Street

Katy, TX 77493

FACILITY USAGE POLICY

To: ALL CHAIRPEOPLE OF PARISH ORGANIZATIONS, COMMITTEES & MINISTRIES

From: FATHER JOHN KHA AND PARISH STAFF

Thank you for your service and dedication to St. Bartholomew the Apostle Parish. We are approaching our parish calendar meeting and need to schedule all events for the coming year. To schedule a facility for your meetings, please fill out the enclosed form and return it to the office as soon as possible. Also, once you have reviewed this form, please sign and date the bottom stating that you agree to the facility usage policy at St. Bartholomew Church.

If your ministry/organization uses the classrooms/parish buildings for your meetings, we ask that your participants please observe the following guidelines:

- **Every meeting** is to be scheduled with, Mimi Madrid, Director of Stewardship/Parish Activities during regular office hours so that it can be placed on the church facility calendar. All rooms are to be cleaned and locked at 9:00 p.m.
- Classrooms/parish buildings will not be available on holidays when the parish offices are closed, nor the week of our Bazaar (usually first weekend in May).
- The parish office must have the name, telephone number and/or email address of the chairperson/leader of your group/organization for communication purposes.
- If you move any tables, etc., the room is to be returned to the regular room set-up found upon arrival. **Tables and chairs may not be taken from another room.** If extra chairs or tables are needed, call the church office during office hours to request them.
- Please do not sit on the tables (some tables are old and not very sturdy).
- Retreats and/or meetings cannot be scheduled before 2:00 p.m. on Sundays.
- Only dry erase markers may be used on the white boards. Other types of markers leave a permanent mark.
- Cabinet/storage space is **not** provided. Cabinets in classrooms are for CCE use only.
- Should you bring items from home, please remove them after your meeting/event.
- All trash is to be **bagged and taken out to dumpster located next to the Parish Hall.** If there are any spills please **wipe them up immediately.**
- The air conditioning/heat and lights must be turned **off** when you leave the building.

Monday, August 13th is the deadline for all the ministries/organizations to present their request for meeting dates and reserves the facilities for the up-coming time period of September 2012 to August 2013. **Please note that we will make every effort to accommodate your meeting requests, but due to the rapid growth of our parish we are unable to have room for all meetings and parish/staff activities receive priority.**

Signature of Ministry Representative

Date