



# FACILITY REQUEST PROCEDURES & CENTRALIZED SUPPLY

The facilities at SFA can be reserved for use by parish organizations for events and meetings. Parish facilities are not available on holidays and Holy Days of Obligation when the parish and/or school offices are closed unless arrangements are made in advance for keys and access. Misuse of terms and conditions will result in the forfeiture of future use of the facilities.

To reserve meeting space, first please check the parish calendar ([sfastl.org/parish-calendar/](https://sfastl.org/parish-calendar/)) to see if another event is already scheduled for the same day. If the space seems to be available, complete the **Facility Request Form** and **Maintenance Request Form** (if applicable) and email them to the Office Receptionist or drop them off at the Rectory Office. (Forms can be found at <https://sfastl.org/facility-request-information/>)

Should a scheduling conflict arise, we use the following **Priority to Allocate Space**:

1. Sacramental, Pastoral, and Parish Events
2. Parish Elementary School & PSR Events
3. Athletic Events
4. Other events as allowed with Pastor's approval

## BLACKOUT DATES

Certain dates each year are "blacked out" on the calendar, which means there will be no other activities held on campus during that designated period of time (hours or an entire day). For example, Picnic, First Communion, Holy Days, etc. The Pastor will determine such dates/times.

## MAINTENANCE

There will not be a maintenance person to assist with your event. Your organization is responsible for set up, clean up and tear down. Clean up includes trash pickup, wipe up and tear down.

## GENERAL PROCEDURES

- Please cover any tables if you plan on using markers, paint, glue or glitter.
- If moving tables, use 2 people to carry them. *Please DO NOT drag the tables or chairs. It breaks the legs and scratches the floor.*
- No tape is allowed on the walls.
- Leave the room the way you found it, and collect all trash and haul it to the dumpster by the concession stand.
- Turn off lights and lock doors.
- Remove all food and beverages. No food is ever to be stored.
- **VERY IMPORTANT** – if you are moving the cafeteria tables out of the cafeteria into the school hallway, PLEASE be sure not to block access to any classrooms, to any bathrooms, to any fire extinguishers, and to the AEDs. These need to be accessible at all times.

## FACILITY KEYS

- If keys are necessary, they may be obtained from the rectory during normal business hours (M-F 8:30a-12:00p; 1:00p-4:30p). Contact the rectory two days prior to event.
- Keys must be returned immediately after use. You may drop the keys in the mail slot at the rectory. Maintenance staff is not available around the clock or on Saturdays.



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## ALCOHOL POLICY

Alcohol is only permitted with parish approval and the purchase of an appropriate municipal alcohol license. (See permits section)

## FACILITY REQUEST FORMS

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(Forms can be found at <https://sfastl.org/facility-request-information/>)

- **Facility Request Form:** Required by anyone requesting space.
- **Paper Goods for Food Service Form:** Complete if you would like to request paper goods for refreshments you may be serving at your meeting.
- **Supply Borrow Form:** Complete if you would like to request miscellaneous supplies (non-consumable) that are owned by another parish organization.

*Being a ministry leader, please be aware that as we approach a new fiscal year (which is July 1st through June 30th), it is important for you to send your requests in to secure space for your regular meetings or event(s) for coming year. Calendar space will not be secured automatically! Dates must be re-submitted on an annual basis! Thank you.*

## CENTRALIZED SUPPLY

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Common non-consumable event supplies (paper products, coffee pots, bowls, etc.) have been centralized to save money, avoid duplication, and for ease of access. The **Paper Goods for Food Service Form** and **Supply Borrow Form** can be found at <http://sfastl.org/facility-request-information/>

If you have any further questions please contact the Supply Coordinator.

## CENTRALIZED SUPPLY FAQ'S

### WHY DID SFA CENTRALIZE THIS? I WAS USED TO ORDERING MY OWN SUPPLIES?

In 2015 Parish Leadership decided that, in order to be good stewards of parish resources, we needed to centralize parish supplies. If all the common “party” or “event” supplies were gathered, there would be plenty for all. In addition, this would allow the parish to buy in bulk and save money.

### I NEED SOMETHING THAT IS NOT ON THE LIST. WHAT SHOULD I DO?

We welcome and appreciate your feedback. Send your comments and suggestions to the Supply Coordinator for consideration and we will get back to you.

### DOES THIS INCLUDE ALL GROUPS / MINISTRIES?

Martha's Group and Fish Fry are excluded because their needs and volumes are different from other groups.

### WHO CAN I CONTACT WITH QUESTIONS?

The SFA Supply Coordinator oversees this function.