**Facility Usage Policies for Internal Events**

We are committed to being good stewards of our facilities, keeping them in a well-maintained condition and welcoming our members and guests to use our facilities to carry out our mission of Worship, Education, and Service. Together we take care of our beautiful buildings and church grounds.

**Use of Facilities:**

The use of facilities at St. Michael is considered on a first-come, first-served basis. It is based on the following priority and approval:

1. St. Michael Religious events and Diocesan events
2. Parish-sponsored ministries-- **must be coordinated by a St. Michael Staff member and a staff member/clergy must be present for the meeting to screen the participants, kits will be provided.**

* All ministries must take responsibility for their activities and for the facilities and equipment they will be using or their privileges may be removed.

**Requesting a Facility Reservation**

**St. Michael Ministry Leaders**

1. Review Facility Reservation Policies, including list of facilities available
2. Access the online request form on the Parish website at: <https://www.stmichaelcary.org/book-a-room>

**St. Michael Staff**

1. Review Facility Reservation Policies, including list of facilities available
2. Access the Facility Scheduler calendar and check availability and add event in Facility Scheduler. This will allow other staff members to see pending events. Or, submit a reservation request via email to [llopez@stmcary.org](mailto:llopez@stmcary.org) including date, time, and location requested.

Once the request is reviewed by staff it will be forwarded for approval to the appropriate staff liaison(s). On approval, the requestor will receive an e-mail confirming that the reservation is approved. If a requested facility is unavailable, you will be contacted regarding alternative locations, dates, and/or times.

**Policies for Using Campus Facilities**

All Staff & Ministries who use St. Michael facilities are responsible for the following:

1. **No rooms may be used without making a reservation for that room(s).**
2. Meeting rooms are furnished to allow optimal use and designed to meet maximum occupancy requirements. Use only the furniture in your reserved meeting room. **Do not** take furniture from other rooms. For your safety, obey occupancy limits. Please schedule your room per the occupancy limits of the room or cap your enrollment to your event.
3. For indoor spaces, tables and chairs rearranged by the group are to be put back in the posted arrangement. Diagrams of the room layout are posted in every meeting room. Staff & Ministries are responsible for their own setup and teardown. The use of parish staff or porters will incur additional charges to their department or staff. Check this at time of booking.
4. For outdoor spaces, groups will need to provide their own chairs and equipment.
5. The facility is to be left orderly and clean. All surfaces must be cleaned appropriately for the next user. Remove all items you brought with you (including decorations, personal items, etc.) at end of your event. Any items left behind may be discarded.
6. If a meeting room is left in poor condition, the staff/ministry will be contacted and a cleaning fee may be charged.
7. If any damage, spills, or items broken while using the facility, or if you find your meeting room in poor condition contact the Facility Manager at 919.468.6154 and leave a message as soon as possible with a description of the problem.
8. **CHILDREN MUST BE SUPERVISED AT ALL TIMES**. Children who accompany adults to meetings or events must remain with the adult. UNDER NO CIRCUMSTANCE SHOULD A CHILD BE UNACCOMPANIED IN THE HALLWAYS OR OUTDOORS WHILE PARENTS ARE PARTICIPATING IN A MEETING OR EVENT. Childcare is not permitted.
9. Your event will be limited to your reservation time frame to the room scheduled and the time scheduled. Set-up and break-down times will be set at the time of booking.
10. Please turn off lights when leaving the facility.

**Other Policy Information**

**Alcoholic Beverage Policy:** Ministry events may not bring or sell alcohol.

**Cancellation:** Facility Reservation Staff [llopez@stmcary.org](mailto:llopez@stmcary.org) must be contacted immediately if an event is canceled. It is important to note that unforeseen circumstances may require Parish Administration to cancel events on campus (See inclement weather).

**Decorations:** – Absolutely no decorations may be attached or affixed to walls, floors or doors. Nails, screws, staples, tape and pushpins are not to be used. The use of tape is not permitted on the floors of any buildings as it will damage the floor’s finish. Candles must be encased in glass. All decorations must be removed at the end of the event.

**Emergency Contact:** – In the event a situation arises in which the safety of event attendees or the St. Michael Facilities are jeopardized, please call 911. When possible and safety has been restored, contact our Facility Manager with details of the situation.

**FOODSERVICE IS NOT AVAILABLE AT THIS TIME.**

**Hours of Use:** Ministries may not occupy the facilities earlier than the time confirmed by St. Michael Event staff made at the time of booking and are to leave by the confirmed end time. **Buildings are available from 9 am to 9 pm for meetings**. Faith Formation are the only classes scheduled on Sundays or Holidays (Masses will be held). The campus is closed during the week following Easter and Christmas except for Masses and religious events during this time. *(No events will be scheduled on New Year’s Day, MLK Day, Ash Wednesday, Holy Week Triduum, Easter Break, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Break, or Parish Missions).*

**Inclement Weather:** A phone text message will be sent to all parish staff regarding any weather emergencies or cancellations of meetings or events. It is the staff member’s responsibility to contact their ministries to inform them of these cancellations.

**Missions:** The pastor requires all ministries to cancel their events when St. Michael sponsors Missions or special speakers for the parish.

**Outdoors:** All signs must be approved by the Parish Office for compliance with the Town of Cary ordinances. All signs must be removed immediately following the event.

**Political Campaigns:** The use of facilities for political reasons is prohibited.

**Property:** No items may be removed from any building on the St. Michael campus. Tables and chairs are property of St. Michael and not to be loaned out.

**Smoking**: St. Michael is a Smoke-Free Campus. There is to be NO SMOKING inside the building, on the walkway, the courtyards or in any garden areas outside on our property.

**Weapons:** - Openly carrying weapons on St. Michael campus is strictly prohibited. All applicable laws pertaining to weapons must be followed.

**Facility Descriptions for Staff/Ministry Use**

|  |  |  |
| --- | --- | --- |
| **Facility** | **Capacity** | **Conditions** |
| **Blue Picnic Tables** | **12** | **6 tables/benches** |
| **Courtyard Tent** | **12** | **Tent** |
| **Church Entrance Tent** | **20** | **Tent** |
| **Athletic Field** | **150** |  |
| **Conference center Rm I** | **4** | **Sofa/chairs** |
| **Conference Center Rm II** | **6** | **Tables/chairs** |
| **Conference Center Rm III** | **6** | **Tables/chairs** |
| **Conference Center Rm V** | **6** | **Tables/chairs** |
| **Conference Center Gallery** | **25** | **Tables/chairs** |
| **Chapel** | **15** | **Chairs** |
| **Church** | **150** | **Pews** |
| **Archangel Hall Conference Room** | **15** | **Tables/chairs** |
| **Youth Room** | **15** | **Tables/chairs** |

**Note: Capacity numbers are based on un-related individuals**

**To contact St. Michael Facility Reservations, please e-mail us at** [**llopez@stmcary.org**](mailto:llopez@stmcary.org) **or contact Lilian Lopez 919.468.6173.**