

# St. Michael the Archangel

## **Facility Usage Policy for Internal Events**

We are committed to being good stewards of our campus, keeping our campus in a well-maintained condition and welcoming our members and guests to use our facilities and grounds to carry out our mission of supporting the Catholic faith.

**Purpose:** This policy document defines the procedure for Ministries and staff using the facilities at STM.

**Scope:** The use of facilities at STM is granted on a first-come, first-serve basis, with the understanding, schedules and changes are based on the following priority and approval:

1. Masses and Diocesan events.
  2. STM Scheduled Religious Events
  3. Parish-sponsored ministries must be coordinated by a STM Staff.
  4. Other charitable organizations sponsored by STM.
- Ministry events will be considered on a case-by-case basis and events must be appropriate to the STM environment. Ministries must include a staff liaison to be included within this policy. If a ministry is having a meeting/event in the Trinity Center, School or Church after business hours, the staff liaison must be present during the scheduled time.
  - Ministries must take responsibility for their activities and for the facilities and equipment they will be using. Failure to comply with this policy may lead to loss of privileges.

### **Requesting a Facility Reservation:**

1. Access the parish calendar and reserve space through ACCESS ACS
  - a. Ministries may submit a reservation request via the Reservation Form or an email to *events@stmccary.org*.

After submitting the Facility Reservation Form, you will receive an email acknowledging receipt of the form. Once the request is reviewed by our reservations staff, you will receive another e-mail advising whether the reservation is approved and added to our calendar. If a requested facility is unavailable, you will be contacted regarding alternative locations or dates.

### **Expectations:**

Staff & Ministries who use campus facilities are responsible for the following:

1. Rooms may NOT be used without making a reservation.
2. Rooms are designed and furnished to allow appropriate use at maximum occupancy. Obey occupancy limits. Use only the furniture in your reserved meeting room. Do not move furniture from other rooms.

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3. Tables and chairs rearranged by the group are to be positioned back in the original arrangement. Diagrams of the room layout are posted in meeting rooms. Event organizers are responsible for setup and teardown. Use of personnel outside of event organizers may incur charges to department budget; i.e. cleaning or facility staff.
4. The facility is to be left orderly and clean. Remove items you brought with you (including decorations, personal items, etc.) at end of your event. Items left behind may be discarded.
5. When a room is found in poor condition, the staff/ministry may be contacted and charged a fee (see Policy Non-Compliance Statement).
6. Please use the recycling bins for recyclable material (please see the Environmental Stewardship brochure)
7. If damage occurs while using the facility, or if you find your meeting room in poor condition contact our Facilities Department at 919.468.6146 and leave a message as soon as possible with a description of the problem. If your event is catered by SpiceCubed, they will ensure the room is clean and orderly.
8. Children must be supervised. Children who accompany adults to meetings or events must remain with the adult. UNDER NO CIRCUMSTANCE SHOULD A CHILD BE UNACCOMPANIED WHILE PARENTS ARE PARTICIPATING IN A MEETING OR EVENT. Non-sponsored and non-preapproved childcare is not permitted.
9. Your event will be limited to your reservation time scheduled. Set-up and break-down times will be set at the time of booking. Doors will open 15 minutes before event time when no specific time is discussed.
10. Please turn off lights when leaving the facility.

## **Other Policy Information**

**Alcoholic Beverage Policy:** - Ministry events may not provide or sell alcohol during the event.

**Cancellation:** If a meeting is cancelled by the ministry or staff member, the Event staff must be contacted immediately to make the calendar changes. While unlikely, it is important to note that unforeseen circumstances may require Parish Administration to cancel events on campus.

**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. Balloons that are used in the Parish Center must have a string attached reachable while standing on the floor. Decorations must be removed at the end of the event.

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

## **Foodservice:**

- **Parish Center:** The Parish Center is required to be inspected by the Wake County Health Department on a quarterly basis in order to serve lunches for the students at STM School. This requirement is not only for the kitchen but also for the Parish Hall. To maintain these requirements, our kitchen is leased out to SpiceCubed. SpiceCubed is the only option for food and beverage served to the public. To keep the cost down, ministries may work with SpiceCubed to provide volunteers, to preform various functions (i.e. breaking down, setting up, serving, washing dishes, etc.) that would normally require paid staff.
- **Conference Center Gallery:** Staff and Ministries have 2 options.
  1. Staff/Ministries may contact SpiceCubed for food and beverage needs plus setup or teardown. The costs will be charged to your budget.
  2. Staff/Ministries can bring in food and set-up the room. The kitchen may be used for warming food only. Do not leave any leftovers in the refrigerator. Staff/Ministries are responsible for cleanup – floors, tables, trash removal to dumpster, etc. Cleaning supplies are available in the janitor’s closet. Leave the meeting room ready for the next meeting.
- **Other Meeting Room Locations:**
  - If snacks are brought to any meeting room, please do not leave any food when you leave. Take everything with you and make sure the rooms are cleaned.

**Hours of Use:** Ministries may not occupy the facilities earlier than the time confirmed by STM Event staff, made at the time of booking. Events are to end on time. Buildings are available from 6 am to 9 pm for meetings. Faith Formation is the only ministry scheduled on Saturday evenings or Sundays so Masses will be held without overcrowding the campus. 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 4<sup>th</sup>, Labor Day, Thanksgiving Break, 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:** Ministries shall cancel same day events when STM sponsors Missions or speakers for the parish.

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**Outdoors:** Signs must be approved by the Business Office or Facilities Department for compliance with the Town of Cary ordinances. Signs must be removed immediately following the event.

**Playground:** The playground beside of the Parish Center is available for use for children 7 years and under. Children using the playground must be supervised by an adult.

**Political Campaigns:** The use of facilities for political reasons is prohibited. No signs can be posted.

**Property:** No items may be removed from any building on the St. Michael campus without pre-approval from the Business Office or Facilities Department.

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

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

## **POLICY NON-COMPLIANCE STATEMENT:**

Failure to comply with the guidelines in this policy, which includes using the facilities that are not previously reserved, will result in the following progressive action:

1. Warning
2. 30 suspension from use of any St. Michael's facility
3. 6-month suspension from use of any St. Michael's facility
4. Permanent suspension from use of any St. Michael's facility

To contact St. Michael Event Reservations, please e-mail us at [events@stmccary.org](mailto:events@stmccary.org) or contact Lilian Lopez 919.468.6173.

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## Facility Descriptions for Staff/Ministry Use

Facility	Room Capacity (Attendees)	Rooms/ Conditions	Tables	Chairs	Food Permitted?
Church	1100	<i>We do not rent the Church. Limited to Diocesan and St. Michael events. (See use of Church).</i>	N/A	N/A	No
Parish Center	225 seated 400 standing	Available for Receptions. No Access to the Kitchen	40	225	Onsite catering by <u>SpiceCubed</u>
Conference Center Gallery	100 seated; 150 chairs only	Available for Meetings and Receptions.	10	150	Private events need to use our onsite catering by <u>SpiceCubed</u>
Conference Center Rooms I	10 to 12	Sofas and chairs	N/A	N/A	No
Conference Center Rooms II	15 to 25	Each classroom has a specific set up to the room.	6	18	No
Conference Center Rooms III	40	Each classroom has a specific set up to the room.	8	40	No
Conference Center Rooms V	10 to 20	Each classroom has a specific set up to the room.	1 conference table	10 to 20	Pre-packaged Snacks only
Trinity Center Multipurpose Room	40	Available for Staff events only			
Trinity Center Library	20	Available for Staff events only			
Archangel Hall Meeting Room	30	30 Adult size desks are in this Room			No

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## ST. MICHAEL THE ARCHANGEL *Environmental Stewardship*

### *Doing Our Part...*

With a focus on Catholic social teaching and in support of Pope Francis' call for taking care of our environment in *Laudato Si*, Saint Michael the Archangel is expanding our stewardship focus to include a formal recycling program.

### *Our Mission*

Saint Michael the Archangel is committed to recycling the materials we use, minimizing non-hazardous waste and preserving rapidly diminishing landfill space.

### *Get Involved!*

As our new ministry becomes part of the fabric of our parish community, we look forward to logically expanding our efforts as good stewards of our environment in more and better ways.

*If you want to be a part of this new ministry, call the Stewardship Hotline at 919-468-6180.*

### *Phase 1 - Recycling*

**Phase 1:** Saint Michael the Archangel will use single stream recycling in phase 1.

**What does this mean?** We will be able to recycle paper, plastic and glass bottles, and metal cans on our parish campus. Recycling bins will be located in the Trinity Center, School Office and Cafeteria, and the SpiceCubed catering service.

Once the recycled materials are collected in the outside storage bins, a group of volunteers will transport the recycled materials to the Cary Recycling Convenience Center in downtown Cary.

### *What can we recycle?*

