

CHURCH OF THE GESU

Policies and Procedures for Use of Gesu Facilities

Reserving Rooms in the Church, Pastoral Center or School

Gesu groups are welcome to use our facilities. If your group is planning a school or parish related meeting or event to be held at Gesu, the desired location can be reserved using the REQUEST FOR MEETING/EVENT SPACE (REQUEST) form, which is located on both the parish (churchofthegesu.org) and school (gesu.com) websites. Questions should be directed to Lori Wright, Parish Executive Assistant. Once scheduled, you will receive a confirmation email and, if appropriate, your event will be placed on the Parish Calendar which is on the Gesu website. Please plan your meeting or event as far in advance as possible to help ensure the availability of an appropriate space.

For use of spaces in the Gesu School building, other than the Bulldog Gym, Family Center or Cafeteria, please contact the school principal, Lucy Iemmolo.

The REQUEST form asks for preliminary event details and set-up information. The Parish Executive Assistant, Maintenance Director and Athletic Director will receive this information as appropriate, so there is no need for you to go to multiple offices to schedule an event. Our goal is to help ensure that your activity is a success and that it runs as smoothly as possible. In order to do this, we need your help in providing complete information in a timely manner. If a special set-up or Maintenance assistance is required please submit the MAINTENANCE SET-UP REQUEST FORM, also found on both websites, no later than 2 weeks in advance of your event. Remember to include a set-up diagram if appropriate. Floor plans can also be found on the website for this purpose.

STAFF CONTACTS FOR EVENTS

Therese Blumenthal, Director of Finance and Operations
tblumenthal@churchofthegesu.org

Lori Wright, Parish Executive Assistant
lwright@churchofthegesu.org

Lucy Iemmolo, School Principal
liemmolo@gesu.com

PHONE NUMBERS

Parish Office, 216-932-0617
School Office, 216-932-0620

PLEASE NOTE

- Because of the very busy parish/school calendar and limited staffing capabilities, use of Gesu facilities for personal/private events is not permitted.
- Those planning weddings or scheduling funerals should contact the Parish Office to make an appointment with a priest.
- Use of Gesu facilities by outside organizations is allowed on a very limited basis and must be approved by the Director of Finance and Operations. Contact Lori Wright, Executive Assistant.
- If you are holding a Gesu event offsite, the information must be included in the Parish Master Calendar. This helps us to avoid conflicts and to answer questions when calls are received. Offsite events are also listed on the website calendar. Please contact Lori Wright.

Guidelines for Use of Gesu Facilities

GENERAL INFORMATION:

- Activities in the Pastoral Center must begin prior to closing time, but groups are welcome to remain in the building after the receptionist has left. The Pastoral Center hours are:

Mon. – Thur.	9:00 am – 8:00 pm
Fri.	9:00 am – 5:00 pm
Sat.	9:00 am – 4:00 pm
Sun.	9:00 am – 2:00 pm

- Parish Office Mailboxes – In addition to parish staff, the Pastoral Council, Commissions, and many of the larger parish organizations have mailboxes in the Pastoral Center, just inside the door. You may use these mailboxes to distribute information to other parish groups or staff members. You may also request that we create a temporary mailbox for a particular event, subject to availability.

- The key to McAuley Hall and the Server’s Sacristy, in the church building, can be signed-out at the Pastoral Center. Please return the key as soon as you have unlocked the room. When your event is over, get the key and relock the space. If the Pastoral Center is already closed at the end of your event, making the key inaccessible, please turn off the lights and close the door behind you.

- No events that require a significant number of parking spaces will be scheduled during Mass hours, with the exception of those sponsored by the school or parish office.

- No school athletic events will be scheduled after 4:00 pm on Saturdays or before 1:00 pm on Sundays.

- All events should end no later than 11:00 pm unless prior approval has been given for extended hours.

- Nothing should be hung on any wall, ceiling, window or shade without approval from Therese Blumenthal (church) or Lucy Iemmolo (school).

- No smoking is allowed on Gesu property.

- Serving of food and drink are prohibited in the Bulldog Gym and Family Center without prior approval.

- Tables and chairs designated for the Family Center or McAuley Hall should not be moved to other locations.

SET-UP/CLEAN-UP and ASSISTANCE FROM MAINTENANCE STAFF

When using a space “as is” (no set-up assistance or specific set-up required) groups are to leave the space as they find it including, but not limited to, clean-up and trash removal. Everything brought into the space must be taken at the end of the event. Please return any furniture that you have moved to its original place and wipe off tables as needed before leaving. Also, be sure to turn off any audio or technology equipment used, turn off lights and lock the doors.

If using the McAuley Hall or Pastoral Center kitchens, please wash coffee pots, trays, utensils, etc. Do not dispose of coffee grounds in the sink.

If you need tables or chairs set-up for a large meeting or event, or moved to a particular configuration, please use the MAINTENANCE SET-UP REQUEST form, which can be found on both the parish and school websites. When appropriate, be sure to include a set-up diagram.

The Gesu Maintenance staff is regularly on duty Monday through Friday, 7:30 am – 3:30 pm and Saturday & Sunday, 8:00am – noon. Occasionally, they can be scheduled to work during off- hours with approval from Therese Blumenthal. Please be sure to request assistance far in advance so we can determine whether or not this is possible and make adjustments to the work schedule.

Guidelines for Planning & Executing Events

VENDOR CONTRACTS & FINANCIAL PROCESSES

If you plan to contract with any outside vendors or service providers, you must have the approval of Therese Blumenthal. Please do not enter into a contract with anyone before contacting her. She must be the signatory for the parish. These might include, but are not limited to, musical or other entertainers, amusement equipment and food vendors. Providers must operate in compliance with Diocesan guidelines and may also require extra insurance.

Onsite sales of any kind (whether by a parish/school affiliated group or an outside vendor) must be approved by, and coordinated with Therese Blumenthal. This includes entrance fees. No money is to leave parish/school grounds.

FUND RAISING

The scheduling or establishment of a new fundraising event or activity requires the approval of the Parish Pastoral Council, Fr. Kiser and, in the case of a school event, Lucy Iemmolo. Please contact Therese Blumenthal to initiate this process.

SERVING OR SALE OF BEER, WINE OR LIQUOR

The serving of alcoholic beverages requires the approval of Therese Blumenthal. If it is determined that your event requires a liquor permit, your group will be responsible for acquiring it and paying any fees (including a fee for additional insurance required by the Diocese) from your organization's budget or the proceeds from the event. Therese can guide you through this process.

SERVING OF FOOD

Service of food also requires advance approval.

McAuley Hall

- When using supplies and equipment from the McAuley Hall Storage Room or kitchen, please be sure to return all items to their proper place. Those supplies that are for "General Use" are labeled as such and are located in the metal cabinet next to the pass-through window in McAuley Hall and in the Storage Room. Items in the Storage Room should be kept in marked bins on the shelving. Nothing should be left on the floor. If paper products, cups, plastic utensils, napkins, etc. are used and the supply is running low, please inform the Parish Office.
- Please do not leave any food items in the Storage Room.
- If food is to be used in the next day or two, it may be left the McAuley Hall kitchen (at your own risk). Please label everything clearly with your group's name, the name and date of the event for which it is to be used, and the name and phone number of a contact person. Otherwise, following the event, all items (food, decorations, meeting materials, etc.) should be removed.

CHILDREN'S AND FAMILY EVENTS

Groups involving children should plan to use the Sacred Heart Room, Dietz Room or McAuley Hall. If those rooms are not available, the School Cafeteria may be used if available.

Children should never be left unattended anywhere in the buildings, including hallways, and should be supervised walking to the restrooms. The Pastoral Staff meets with parishioners all day and into the evening in the Pastoral Center, so being as quiet as possible in the hallways is greatly appreciated.

An adult must remain with the children until everyone has been picked up.

AUDIO/VISUAL EQUIPMENT

McAuley Hall, the Sacred Heart Room, the Fr. Dietz Room and the Family Center Gym are equipped with sophisticated audio/visual equipment. Instructions for the operation of this equipment is available on the inside of the door to the tech closet in each room. If you have not used the equipment in a particular space before, you must schedule a time to meet with the IT Director, Michael Martinek, mmartinek@churchofthegesu.org, for brief instruction in the space. It is recommended that you check out the functioning of the equipment in advance of your meeting to insure that it is working and that you have everything you need.

(11/1/19)