



Ascension Parish Facility Usage and Scheduling Policy

Ascension is blessed to have active groups and organizations in addition to its varied formational programs for children and adults. In order to facilitate the usage and scheduling of parish events the following policy is established for the good of the community.

Usage of parish facilities

All parish organizations can use the facilities for their meetings, activities and events. Limited audio visual equipment is available upon advanced request.

Each organization is responsible for setting up prior to the events and cleaning up afterward. When your meeting is done it is your responsibility to leave the room ready for the next meeting. If it is a large event, or your group is unable to set-up and clean, the cleaning crew may be available with notice (for a fee outside of regular working hours).

- Remove all decorations.
- Vacuum/mop floors if necessary and empty trash to outside receptacle.
- Stack and put away tables and chairs.
- Lock up & return key to Parish Office.

Many groups use the kitchen area and storage is limited. It is important that each group is considerate of others. This specifically means that no group or individual can store large amounts of food in the freezers or walk-in for extended periods of time. Food must be stored in sealed containers. Our kitchen is regulated by the St. Louis County Health Dept. – Be sure to follow the guidelines posted in the kitchen.

The following facilities are available for usage:

Main Church	Multi-Purpose Room	Parish Hall 1 & 2
Little Church	MPR Annex Room	Parish Hall 3
School Library	Gymnasium	School Faculty Room
School Library	Gymnasium Lobby	School Office Lobby
Off-Campus (Let us know of parish events off-campus for the calendar)		

Scheduling an activity or event

Priorities

With the great variety of events and activities and the limited facilities at Ascension, it is necessary to establish priorities in scheduling events and activities.

1/10/2020

The Celebration of Eucharist and the other sacraments take precedence over all other activities. This includes the usage of all buildings e.g. the MPR for gathering beforehand and afterward.

The second level of priority is for educational and formation programs for children and adults. This includes activities under the auspices of the Adult Faith Formation and Youth Ministry.

Third priority is for parish wide events, parish organizations or groups. Youth Activities (Athletic Association and, Scouts), Ambassadors, Knight of Columbus, etc. will fall under the third level of priority.

Parish facilities may be available for rental by parishioners, e.g. wedding receptions (for Catholic weddings held at Ascension), family gatherings, but only when the dates are open 6 months before the event. Rental and cleaning charges are handled on an individual basis. As these facilities are provided by the Catholic parishioners of Ascension, events and activities held on the campus cannot be contrary to the teachings and practices of the Catholic Church.

Scheduling

All requests for using parish facilities must be in writing using the “Ascension Parish Schedule Request Form.” NO SCHEDULING CAN OR WILL BE DONE OVER THE PHONE.

An annual scheduling meeting will be held in the spring of the year. The purposes of this meeting are: to provide for greater coordination of the parish calendar; to minimize major events happening too close to each other; to maximize the use of parish facilities; and to provide an open forum for scheduling parish events.

A request for a facility is not confirmed until the individual requesting the meeting, etc. receives confirmation from the Parish Office in writing or email. The parish administration retains the right to deny usage of the facilities to any group or individual.

The school building is reserved for the Elementary School from 7:00 a.m. to 3:30 p.m. each school day. This includes the Gym, MPR, Annex, Library, and lobbies. The Pastor or Principal can make exceptions for use of the Gym. For times after 3:30 p.m. the normal scheduling process is to be followed.

When there are PSR classes on Sunday morning and Monday evening, the entire school building is reserved. Exceptions for the MPR will be made on Sunday mornings to allow for breakfast events.

After completing forms please return to the Parish Office. Forms can be emailed to calendar@asc.church.

Ascension Parish -Schedule Request Form

This form is to be completed by any organization/group seeking to use parish facilities. Failure to complete any portion may result in a delay of your request.

Organization/Group _____

Date of event _____ Day of Week _____

Event Start Time _____ am/pm Event End Time _____ am/pm

Set up start time: _____ Clean up time: _____

Facility/Location _____ Alternate Option? _____

Event _____ Estimated Attendance _____

A priest is needed for the celebration of a sacrament We would like a priest to be present.

We would like permission to serve/allow alcohol at this event _____ (Pastor's signature)

We will need access to sound and/or electronic equipment.

If this is a recurring meeting or activity i.e. weekly, monthly, etc. indicate the beginning and end dates

Beginning date: _____ Ending Date _____

Check day(s): ___ Sun. ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat.

Check week _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th

Please indicate dates between beginning and ending dates when the meeting or activity will not take place because of holidays etc.

Contact Person: _____ Best Phone #: _____

Email address: (print clearly) _____

If not a parishioner: Address: _____

City, State, Zip code: _____

I have read the accompanying guidelines for the use of the parish facilities and agree to abide by them completely.

Signature: _____ Date: _____

This form must be submitted to the Parish Office via mail, hand delivery, e-mail (calendar@asc.church).

If you have any questions please contact Helen Fleming (636-532-3304) hffleming@asc.church.

Office Use:

Date Confirmed _____ Date received _____

Confirmed by _____ Date entered in calendar _____

Contact person notified by _____ On this date _____

1/10/2020

Using Ascension Parish Facilities

Keys

You are responsible for making arrangements to pick up a key during regular business hours from the Parish Office prior to your scheduled event. Regular business hours are 8:00 am until 4:30 pm, Monday through Friday. Please remember that the Parish Office is closed on all national holidays and Holy Days of Obligation. Please return key to the Parish Office following your event. Many of our doors are now locked/opened electronically. Check with the Parish Office staff regarding the necessity of keys.

Set-Up and Clean-Up

You are responsible for all set-up and clean-up arrangements. This includes tables, chairs, decorations, etc. Clean-up includes emptying all trash and recyclables into outside receptacles as well as returning the room to its usual arrangement (posted in most rooms). Assistance from the cleaning crew must be arranged well in advance of the event. If set-up or cleaning is required by the parish cleaning crew, a charge may be assessed.

Special Equipment

You are responsible for making arrangements for the pick-up and return of special equipment such as TV, VCR, microphones, audio-visual equipment, etc. Check for proper functioning and operation of equipment ahead of time. Please indicate special equipment needs on the Schedule Request Form.

Supplies

The parish has some cleaning supplies in the cleaning closets. A key on the ring should open the supply closet.

Please use only the room assigned to you.

Please report any problems or concerns to the Parish Office.

Verify that you have completed the Schedule Request Form and that you have received confirmation of the event from the Parish Office.