

## Policy for Meeting Room/Space Scheduling

We all want to promote the wonderful events and programs that make St. Boniface the active, vibrant parish it is. However, there is a need to monitor the scheduling of events and weekend Mass displays so each committee may successfully continue their ministry while not over shadowing each other or over stimulating the Parish Community. To avoid scheduling conflicts, the following policy has been put into place and is effective immediately. Clarification: Meeting rooms are in reference to Franciscan Room, Seminarian Room, Boniface Hall, Ghana Hall, Church and Rectory, Library or any other room on the premises of St. Boniface Parish. Spaces refer to hallways, parking lot, outside usage and any additional areas not necessarily in a room or building but on the grounds of St. Boniface Parish.

1. All room reservations requests must be made by committee chairs no later than two weeks in advance to the Parish Administrative Assistant so the event can appear in the bulletin calendar and to avoid over scheduling. The scheduling of a meeting/event and room must be made through the Administrative Assistant prior to any notification of other parties involved (committee members, guests, etc.).
2. Liturgical events, Faith Formation events and school events have first priority over any meeting room or space. Although we try to avoid any rescheduling or “bumping” of another activity, there may be times, due to unforeseen circumstances when a committee will have to move their meeting or event at the last minute to another date or location. Cooperation is expected of all committees or privileges for that committee will be denied.
3. Any committee that is meeting without scheduling the event through the Parish Administrative Assistant will lose the privilege of using the parish facilities for a time to be determined by the Parish Administrative Staff.
4. Parish meeting rooms and spaces are not to be reserved for personal use. They are for the use of committees within the Parish and the School.
5. Any committee wishing to set up any type of display (i.e. fundraising sales, volunteer sign-up, information, etc.) before/after any Masses must have the approval of the Parish Administrative Staff. The request must be submitted on a form obtained by the Rectory (it will also be available for downloading off the website at a future date). Information submitted is to include the date preferred and a secondary date, type of display/event and intention of it, the committee requesting and the committee chair’s name & contact information. If approved, a copy of the form will be returned to the committee with the approval on it. This form must be present on the day of the display. **NO DISPLAY WILL BE PERMITTED WITHOUT THIS APPROVAL.**
6. There will be no more than two (2) committees/events scheduled before/after Masses on any one (1) weekend.
7. Display set ups are restricted to parish committees and school committees only. No businesses or personal promotions may be displayed.
8. All committees are responsible for making sure the room or space they reserve is clean and tidy before they leave.

The Parish Administrative Staff reserves the right to update or change this policy as deems necessary. Committees will be informed of any updates or changes in a timely manner.