

General Guidelines:

Good Shepherd parishioners can reserve parish facilities for use for a ministry or parish function with no fee. Facilities may also be reserved for events such as weddings, anniversaries etc. for a fee. Non-parishioners may occasionally reserve facilities with the approval of the pastor. Fees will be determined at that time. Events that are not sponsored by the parish or diocese must pay an insurance premium in addition to the facilities use fee.

Parish Center Reservations

1. **Scheduling:**

- a. Rooms for meetings/groups must be reserved through the Parish Office.
- b. **Parish Office Hours:** 8:30-4:30 Monday - Friday. 893-1837.
- c. Meetings should be scheduled to end at 9:30 PM. The building must be vacated by 9:45 pm. Main parking lot lights turn off at 10 pm.

2. **Any group that wants to reserve a room in the Parish Center must:**

- a. Review the Parish Center Room Policies.
- b. Have a designated member of the group responsible for reserving the room and ensuring that all policies are followed. A signed reservation form should be on file in the Parish Office.
- c. The Parish Office must be notified of any changes in group representatives.
- d. **If the room is no longer needed, notice of cancellation of the room reservation must be given to the Parish Office immediately.**

**Room sizes:**

Open Area Ground Level		<u>150 people theatre style</u>
Level 2	201	<u>25 people</u>
Level 3	308	<u>53 people or 69 with additional chairs</u>
Level 3	301, 303, 304, 305, 306, 307, 310, 311, 312, 313, 315, 317	<u>20 people</u>
Level 3	302, 309	<u>10 people</u>

Community Center Reservations

1. **Scheduling:**

- a. Rooms for meetings/groups must be reserved through the Parish Office.
- b. **Parish Office Hours:** 8:30-4:30 Monday - Friday. 893-1837.
- c. Ending times for events past 9:30 pm must have prior approval from the Pastor.
- d. Community Center capacity is approximately 250 banquet style.

2. **Any group that wants to reserve a room in the Community Center must:**

- a. Review the Community Center Room Policies.
- b. Have a designated member of the group responsible for reserving the room and ensuring that all policies are followed. A signed reservation form should be on file in the Parish Office.

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- c. The Parish Office must be notified of any changes in group representatives.
- d. If the room is no longer needed, notice of cancellation of the room reservation must be given to the Parish Office immediately.**

Church reservations

- a. Use of the church must be scheduled through the Parish Office.
- b. For a wedding, the couple must meet with a priest or deacon prior to scheduling the church. A Wedding Reservation Form must be signed and on file in the Parish Office.
- c. Church capacity is 1000 persons.