

Policies and Procedures

Parish Space



Saint John the Apostle Church
Virginia Beach, Virginia

Dear Ministry Leaders,

St. John the Apostle Parish continues to expand!

It is my hope that our parish ministries will continue to grow, both in number and size. We are all aware that stewardship of time and talent is every bit as important as that of treasure.

With the parish sponsoring over 70 ministries at the present time, meeting space is at a premium, especially in the evening. Accommodating every request for room reservations is challenging, so I ask that if your ministry needs to meet on site, there be a minimum of 10 persons using the room. I also strongly encourage you to make your room requests well in advance of your planned event or regularly scheduled meetings.

Please read this booklet carefully and adhere to its guidelines. With a bit of patience and good planning, we can hopefully meet the needs of our many ministries!

Pax et bonum,

Fr. Rob.

WHO MAY RESERVE ACTIVITY SPACE

Parish Activity Rooms and the church commons are reserved for SJA programs and ministries only. Rooms are not available for use by outside groups.

Within ministries, *only* the Ministry Head may reserve a room, not individual volunteers and/or members.

The Parish reserves the right to pre-empt reserved space in favor of a Parish Program. Parish Programs include, but are not limited to, Religious Education, Youth Formation, Music Ministry, RCIA, CLOW, and parish-sponsored retreats or missions.

If a regularly-scheduled ministry meeting is pre-empted, every attempt will be made to accommodate the group on the parish campus; however, no guarantee can be made that alternative space will be available for the pre-empted session.

Because of the large number of parish groups requesting very limited space, we have had to restrict room availability to those ministries whose membership meets or exceeds 10 persons.

Partitioned rooms hold 50 persons without tables and chairs; 25 with tables/chairs. The full Activity Room can hold 100 persons without tables/chairs and 50 with tables/chairs.

Ministry heads may reserve rooms by contacting the parish office manager by phone (426-2180) or email (parish@sjavb.org). Please be prepared with an estimated number of attendees, meeting date(s), beginning and ending times, exception dates (if the group meets regularly throughout the year), and whether you will need the use of media equipment, the kitchen, or the commons area. (Review the form on page 7 of this booklet for all required information. The form can also be downloaded from our website: www.sjavb.org)

ACCESS TO THE MEETING SPACE

If your meeting is scheduled on a weekday between 9:00 am and 4:00 pm, you will not need to make special arrangements to gain access to the activity room, commons, or the kitchen. Office staff is available if you need assistance.

If your meeting is scheduled for a weekday evening (5:00 pm to 8:00 pm, Monday through Thursday,) the church building will be open and the activity rooms will be accessible. The parish kitchen, however, is locked at all times, so you will need to make special arrangements with the office manager to ensure that it is open for your use, should you be serving refreshments and need refrigeration or the microwave ovens. Use of the coffee maker is prohibited after the office closes at 4:00 pm.

If your meeting is scheduled for Friday evening or Saturday (between 8:00 am and 4:00 pm), **the church building will be locked**. You must make arrangements with the office manager, who will contact the facilities manager regarding having the church opened for your group. A keycard* to open the church building is occasionally released to the ministry head *only* and is closely monitored for usage; however, *receipt of a keycard is the exception, not the rule*.



*Keycards: Specially-designated keycards are obtainable from the office manager during regular office hours.

ATTENTION!!

CLOSING PROCEDURES: PLEASE REFER TO PAGE 8 FOR THE CLOSING CHECKLIST.

USE OF MEDIA EQUIPMENT

SJA has acquired state-of-the art media equipment. Please note that the screen and media cabinet in Room A are locked at all times. Keys can be obtained from the office during regular hours.

An array of media is available for your use, including:

Power Point
DVD player
Satellite television
Internet Access



Office hours:

Monday, Thursday	9:00 am to 4:00 pm
Tuesday, Wednesday	8:30 am to 4:00 pm
Friday	9:00 am to 12:00 pm

The office is closed on the weekend.

CHECKLIST FOR ROOM PREPARATION

- ◇ Do you need the kitchen for the microwave or the refrigerator only? _____
 - ◇ Do you need the stove or oven for food prep? _____
 - ◇ Will you need space in the commons for food tables? _____
 - ◇ Will food be served in the activity room? _____
- If yes, you will be required to provide your own plastic table covers.**
- ◇ Will you need trash receptacles? _____
 - ◇ Approximate number of tables needed: _____
 - ◇ Approximate number of chairs needed: _____
 - ◇ Will *you* be responsible for setting up/breaking down the room arrangement? _____



CHECKLIST FOR CLEAN-UP

- ◇ If the kitchen was used, stove/oven is turned off. _____
- ◇ Leftover food has been removed from the refrigerator. _____
- ◇ Coffeemaker is clean and turned off. _____
- ◇ Refuse has been removed from the activity room and taken to the dumpster. _____
- ◇ Tables are wiped and cleaned. _____
- ◇ Chairs are clean and orderly. _____
- ◇ Counter tops are clear and wiped clean. _____
- ◇ Spills have been cleaned up. _____
- ◇ All meeting materials/papers are removed from room or stored in an assigned cupboard. _____
- ◇ Screen is retracted. _____
- ◇ Media equipment cabinet is locked and secured. _____
- ◇ Key is returned to a staff person. _____

OFFICE USE ONLY:

Date received ___/___/___ Priority ___
Date entered ___/___/___

SCHEDULING REQUEST FORM FOR PARISH MEETING ROOMS

Event Name as it should appear on the church calendar: _____

Organization/Ministry _____
(eg: CRHP, Religious Education, Youth, etc.)

*Contact Person & Phone Number _____
(PLEASE PRINT!)

*Ministry Heads only are authorized to reserve rooms.

Approximate number of persons attending: _____

Do you require the use of media equipment? YES* NO If yes, please specify DVD, Power Point, etc:

***The ministry leader must contact the office manager to arrange for media equipment training and to pick up keys for the screen and equipment cabinet.**

Do you require use of the kitchen? YES NO

Meeting Date(s) From: ___/___/___ To: ___/___/___
Time Beginning: ___:___ am pm Ending: ___:___ am pm

Set up time: 15 minutes before Clean-up time: 15 minutes after

***If this event occurs regularly, (e.g., every Tuesday evening from 7:00 pm to 9:00 pm) in the same location, please indicate any EXCEPTION dates:**

Daily _____

Weekly _____

Monthly _____

If meeting dates and/or times are sporadic, please complete a separate form for each date.
For special room set-up, please attach a diagram of table/chair arrangement.

DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY

Activity Rm with Commons Full Activity Room Activity Room A (1/2 of Activity Room) Activity Room B (1/2 of Activity Room)
 Youth Room

PLEASE RETURN THIS FORM TO CAROLE ROMANINI. YOU WILL BE NOTIFIED WHEN YOUR ROOMS HAVE BEEN RESERVED.

Checklist for Securing the Church

Turn off all lights in church/
sanctuary/commons.

Check restrooms for running water.

Check that all side entrance doors
are closed.

Old main entrance: make sure out-
side electronic light is AMBER. All
inside push bars should be OUT
except the one nearest to the
electronic eye. Make sure access
is not possible from the outside.

Main entrance: be sure outside
electronic light is AMBER and
doors are secure.