

ST. STEPHEN R.C. CHURCH
2100 Baseline Rd Grand Island, NY 14072

It seems hard to believe but it is already time to begin scheduling for the 2011-2012 Parish Calendar Year. We encourage all of our organizations to utilize our beautiful facility. You are permitted to use the facility based on a reserved status. You must have the facility reserved in order to use it. This System should avoid any scheduling conflicts. **PLEASE KEEP THESE GUIDELINES** so you can refer to them when needed during the year.

JUNE 2011 General Guidelines for Facility Usage

- **SUBMISSION OF CALENDAR REQUESTS/SCHEDULING CONFLICTS**

Your initial calendar remittance will be processed by Sandy Beyer, our Calendar coordinator. After you submit your initial packet for processing, your contact for changes will be handled through Sandy, Lori, Joanne, or Tracy our Parish staff. They can be reached Monday-Friday 8:00A.M. – 4:00P.M. at 773-7647.

Please meet with your group to settle on your activities, fill-in the calendar and return to the Rectory as soon as possible but no later than JULY 11TH. When scheduling your events, **MAKE SURE THAT YOU MAKE PROVISIONS FOR THE SET - UP & TAKE – DOWN** time, as well as for your actual event. Often, we are cutting times close when two (2) groups need the same room on the same day, but at different times. It will not be possible to schedule two major events on the grounds on the same day or weekend. Please remember that if, during the year, your organization decides to schedule another event in our facility, you **MUST** call the rectory to make sure the room, you would like, is available. If you have an event scheduled and for some reason you need to cancel, it is as important to notify us of any cancellations as it was to schedule the initial event. It is so unfortunate when we have to turn down an organization due to another booking. But it is even more unfortunate when we have to turn someone down to later realize that no one ever used the room. In the event that there is a scheduling conflict, we will give the date conflict to each organization so that the parties involved may mutually agree on a solution. If the parties involved are unable to resolve it, we will try to assist in a resolution that will be most favorable to all parties. If all else fails, preference will be given to the organization that turned in the most complete and timely calendar.

In the unfortunate event that damage occurs during your event, please notify the Parish Business Office immediately. We are confident that a fair solution will be worked out.

- **HOLIDAY USAGE**

Use of the facility is discouraged on holidays to allow all staff to enjoy these days off. An exception may be made in rare circumstances. On these rare occasions, remember it is essential to make prior arrangements for the pick up of keys. This will avoid doors being propped open with bricks or other objects. This could eliminate the potential for our facility being left unsecured by a forgotten door prop.

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- **KEY PICK-UP**

If you are having meeting in the Church after office hours, a Saturday, or Sunday you do not need to pick up a key from the rectory, the church building will be unlocked for you. However, it would be advantageous for you to call the rectory and remind us to leave the church open. Also, in cold weather, either call the rectory during the day to make sure the heat will be turned on or come early yourself and turn it up. Remember to turn it down when you leave.

If you are scheduled to use any of the facilities, other than the church, during off hours when the rectory is not open, someone from your committee must pick up the key that day, sometime during rectory business hours, Monday – Friday, 8:00A.M. – 4:00 P.M. When holding a function in the school, also be sure to indicate to those attending, what door is to be used for the entrance - (i.e.: enter through door #1). When requesting the keys for a specific function, be sure to indicate what door will be used so that the correct set of keys will be issued. Our staff is instructed to check the calendar to make sure you are scheduled prior to giving out any keys.

- **SCHOOL BUILDING**

Any school group using the facility for an event that involves students of St. Stephen School must also receive approval from our School Principal, Mrs. Donna Ende.

- **CAFETERIA (Kitchen is reserved separately)**

If your event will be held in the Cafeteria of the school and warrants the use of Parish dishwasher, ovens, or refrigerators, you **MUST** Obtain Prior Permission from the Rectory Business Office. Arrangements will be made to provide the proper instruction for the use of this expensive equipment. Please note that we need to take extra measures in this area due to the fact that if any of the above mentioned equipment was used improperly or fails, it could prevent us from operating our lunch program for the school. Also, it will be very helpful to you and a requirement, that when you are planning an event that will be held in the Cafeteria, you must contact our Maintenance Supervisor, Mike McNamee, the week before the event. He will be able to answer any questions or concerns you may have. You can contact Mike by calling the rectory office.

- **HOSPITALITY ROOM**

If you are using the large coffee makers in the Hospitality Room, remember that these must be plugged in at least one hour prior to making the coffee.

PLEASE NOTE, IF YOU HAVE SCHEDULED SOMETHING IN THE HOSPITALITY RM., YOUR MEETING MAY HAVE TO BE RELOCATED TO ANOTHER ROOM IN THE EVENT THERE IS A FUNERAL WITH A BEREAVEMENT MEAL FOLLOWING IT. This could potentially happen early on a weekday or on a Saturday morning. We will contact you if there is a conflict.

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- **LEFTOVER FOOD & BEVERAGES**

Please do not leave open bottles of pop or leftover food in the refrigerator. **ALL LEFTOVER FOOD & BEVERAGES** from your event must be taken with you when you leave the facility, we do not have the storage capability to store overflow. Also we do not have the staff available to go through and clean out the refrigerator and/or kitchen to discard spoiled or leftover food.

- **CLEAN-UP**

We request that each organization **PLEASE** take care of the facility as if it were your own. The rooms being used should be returned to the same condition and set up as you found them. **PLEASE** take care of any garbage, chairs, tables, etc., that you may be using. Tables, Counter Tops, Appliances and Chairs should be wiped off with a clean, wet cloth and made ready for future use. All floors should also be kept clean. If you need to use refrigerators or freezer in either school or church, it must be pre-arranged.

Note: Enclosed is a diagram of the CAF & Hospitality Room with the table arrangements to help the clean up committee.

- **TRASH DISPOSAL**

If you will be running an event that will have a large amount of garbage generated we need to be advised of that prior to your event, and the fee incurred for an additional pick-up will be the responsibility of the organization. Full bags of garbage should be securely fastened and left in the dumpster at the rear of the school outside door #3. If you do not have volunteers to remove your own trash, you must make prior arrangements with our maintenance supervisor. Bags of garbage left torn, open, or overflowing will not be tolerated.

- **SECURITY**

Please be aware that the security of our property is very important. It is essential that each and every person utilizing our facility leave it secure. Please turn off all lights, close all windows, and perform a quick check to ensure that everyone has vacated the building after your event. If you have used the appliances, please check and double check to make sure everything is turned off and secured. Please pay close attention to all doors and double check to make sure that they are locked and tightly closed when leaving the building. You can return the key through the mail slot in the rectory door.

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- **PUBLICITY**

When planning a SPECIAL EVENT, use all of your resources. PUBLICIZE it in our Parish Bulletin and/or submit a request for use of the electric sign in front of the school, and let all of our parishioners know so that they can come and support your event. Good communication and advertising can only enhance and strengthen our community! If you would like to advertise your event on the new electric sign, please submit your request in writing to the rectory at least two weeks before the event. We recommend short, brief ads to capture the largest audience. All bulletin & sign requests should be sent via e-mail to ststephenswny@roadrunner.com

- **LIQUOR PERMIT**

New York State law requires that a liquor permit be obtained for any event that will be serving liquor. You must obtain the application from the State Liquor Authority. There is a fee required for each day of use. Cost of current state fees can be found online at www.abc.state.ny.us. Remember, all use of liquor must be **pre-approved** by the rectory and a copy of the completed application should be submitted to the Pastor's attention.

- **CERTIFICATE OF INSURANCE**

If your event will include the use of outside groups (i.e. bands, carnival rides, food companies, Scout Troops, etc.) please be sure to request and secure a certificate of insurance from the service provider or organization. This is **MANDATORY** not only by parish policy but also a Diocesan mandate.

- **IN THE EVENT OF AN ACCIDENT**

If an accident occurs, especially one involving injury, it is critical that we be notified as quickly as possible. We are obligated to report any injury or accident directly to the Diocese. We have included a form that must be used should this occur. Please make sure that the chairperson of your event has one of these forms available at all events. More copies are available at the rectory. Please return any completed reports to the Rectory Office on the next business day or anytime through the mail slot in the rectory door.

Thank you for all that you do for our parish family. We want you and your organization to be able to plan great events, have successful meetings and enjoy all the events of this coming year. We are here to support you and to offer assistance. We are looking forward to a safe and successful year!

Rev. Paul M Nogaro, Pastor

Karen A. Cammarata, Business Manager

ST. STEPHEN R.C. CHURCH

TO: All Parish Organizations

FROM: Fr. Paul M. Nogaro – Pastor

DATE: June 2011

RE: Posting Signs in Church

In order to preserve the beauty and integrity of our Parish Church Building, I request that NO POSTERS, SIGNS OR NOTICES be placed on the doors or walls of the interior of our church. I know that this may sound like a strict policy, but it is my firm belief that most people never notice these signs plastered at the exits and, moreover, they detract from the beauty and dignity of the Church.

IT WOULD BE FAR BETTER (and more people would notice) if an announcement is placed in the bulletin. Even better, if you give us enough notice, we may be able to accommodate a full page or half page announcement. Failing sufficient notice for the bulletin, it would be possible to PLACE AN INSERT into the bulletin if you have one printed up. This could be a full or half page insert and we can make arrangements that are mutually convenient for these inserts to be placed in the bulletins. I can assure you, such bulletin announcements or inserts will draw more attention than any signs in Church.

Thank you for your cooperation in this matter.

ST. STEPHEN R.C. CHURCH

RECTORY HOLIDAYS 2011-2012

- Labor Day Monday, September 5
- Columbus Day Monday, October 10
- Veteran's Day Friday, November 11
- Thanksgiving Day Thursday, November 24
- Day After Thanksgiving Friday, November 25
- Christmas Eve (1/2 day Holiday) Friday, December 23
- Christmas Day Holiday Monday December 26
- New Year's Day Holiday Monday January 2
- Martin Luther King Day Monday, January 16
- President's Day Monday, February 20
- Good Friday Friday, April 6
- Memorial Day Monday, May 28
- Independence Day Wednesday July 4

**ST. STEPHEN R.C. CHURCH
CALENDAR PACKET**

*******PLEASE NOTE*******

WE CANNOT PROCESS YOUR CALENDAR REQUESTS UNLESS THEY ARE SUBMITTED ON OUR FORMS. WE HAVE AN AMPLE SUPPLY OF ADDITIONAL FORMS AVAILABLE. IF YOU HAVE AN EXCEPTIONAL AMOUNT OF DATE REQUESTS, WE SUGGEST THAT YOU MAY FIND IT EASIER TO USE ONE FORM FOR EACH MONTH.

**CALENDAR
RESERVATIONS
DUE
JULY 11TH**

**ST. STEPHEN R.C. CHURCH
CALENDAR PACKET**

JUNE 2011

ORGANIZATION NAME: _____

CALENDAR CONTACT PERSON: _____

Phone Number: (Home) _____ **(Work)** _____

E-mail Address: _____

ORGANIZATIONS 2011-2012 OFFICERS

President: _____

Phone Number: _____ **E-mail Address:** _____

Vice President: _____

Phone Number: _____ **E-mail Address:** _____

Secretary: _____

Phone Number: _____ **E-mail Address:** _____

Treasurer: _____

Phone Number: _____ **E-mail Address:** _____

Additional Officers: _____

Phone Number: _____ **E-mail Address:** _____

Special Notes: _____

ST. STEPHEN R.C. CHURCH
MAIN CHURCH & RECTORY

Brides Room	Appropriate for small groups of 4-8 people
Church	Seats 1200 People
Community Room	Large Table with 12 chairs; TV & VCR (<u>If you need to use TV & VCR, please indicate this on the event registration form</u>)
Daily Mass Chapel	Daily Masses; Seats 60-75 People
Hospitality Room	Seats approximately 70 comfortably; tables with chairs; limited kitchen facilities
Music Room	Seats approximately 20; has separate entrance and restroom – Need key for separate entrance
Rectory/Lower Level	Seats approximately 10 – 20; large conference table, kitchenette, restroom. Separate Entrance! Need key to get in.

OLD CHURCH – Need Key to get in

Old Church	Seats approximately 200.
Old Church Basement	Can accommodate large meetings approximately 60 & small meeting room for approximately 20. Has limited kitchen facilities, restrooms, tables and chairs; <u>Important: Must provide own clean-up.</u>

SCHOOL– Need Key to get in

School Office Meeting Rm	Can seat 8-10; must be arranged through Principal
School Gym	Function Must be Pre-Approved by Business Mgr. & Principal
School Cafeteria	With chairs ONLY seats approximately 300 With tables & chairs Approximately 230 <u>Important: Must provide own clean-up</u>
School Kitchen	Full Kitchen Facilities <u>Important: Must provide own clean-up</u>
School Room 101	(1 st Grade) Only Small Desks
Room 102	(2 nd Grade) Only Small Desks
Room 103	(3 rd Grade) Only Small Desks
Room 104	(3 rd Grade) Small Desks
Room 105	(4 th Grade) Desks with Chairs
Room 106	(5 th Grade) Desks with Chairs
Room 108	Art Room/Tables with Chairs Approximately 25-30
Room 109	Library/Tables w/Chairs Approx. 20-30; TV & VCR
Room 110	(6 th Grade) Desks with Chairs
Room 111	(7 th Grade) Desks with Chairs
Room 113	Pre-K Small Tables & Chairs
Room 114	Kindergarten Small Tables & Chairs
Room 116	(8 th Grade) Desks with Chairs

PARISH GROUNDS

Outside Electric Sign	Must be submitted 4 weeks prior to event.
Pavilion/Shelter	Outside next to school – Based on availability & event

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Fundraising &/or Sales in the Church Vestibule

Since more & more organizations and individuals request the selling of items, raffles, etc., we need to have some guidelines. A committee will review your request. You are not automatically granted permission to solicit money or sales in the vestibule of the Church.

Please list the following:

Name of Organization/Group:

Type of sale:

Contact Person:

Date(s) requested:

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**ST. STEPHEN R.C. CHURCH
CALENDAR PACKET**

*******PLEASE NOTE*******

IN ORDER TO KEEP THE CENSUS INFORMATION UP TO DATE, IT WOULD BE VERY HELPFUL, FOLLOWING YOUR FIRST MEETING, IF YOU WOULD SEND AN UPDATED ROSTER OF YOUR MEMBERSHIP FOR THIS YEAR TO THE RECTORY. IF YOUR MEMBERS HAVE AN E-MAIL ADDRESS, PLEASE INCLUDE THAT. WE WILL THEN ENTER THE INFORMATION INTO OUR COMPUTER SO WE HAVE AN UPDATED MEMBERSHIP LIST OF EACH ORGANIZATION. THIS WILL ALLOW US AN OPPORTUNITY TO BETTER SERVE YOU AND YOUR ORGANIZATION.