

St. Edith Church
Gathering Space, Social Hall & General Facility Usage Guidelines
2016-2017

General Guidelines:

- The Gathering Space, Social Hall and other areas are for parish use for those activities, or events planned by parish groups or committees and coordinated through one of the parish commissions, parish pastoral council, or the parish pastoral staff. **Unfortunately, we are unable to accommodate private or personal functions, nor do we rent the Social Hall** as this can create calendar conflicts with parish functions.
- Events and Functions should be coordinated through one of the parish commissions, parish pastoral council, or the parish pastoral staff. This helps to eliminate conflicts and enhances parish communication.
- Events and Functions should be listed on the parish calendar to avoid conflicts. Please schedule through the Parish Office. Priority is given to those events, or functions that are intended for the entire parish.
- Set-up, Equipment, Supply and Linen request forms (if needed) are available at the Parish, School and Religious Formation Offices and online at www.stedith.org. Please turn in forms to the Parish Office in a timely fashion prior to the event.
- If Sound Equipment is used, please do not adjust anything other than volume. Thanks!

Gathering Space Guidelines:

- Number of groups – Two groups communicating an event, or selling tickets, or items on any given weekend is preferred.
- Time table - Two weeks prior to an event works well and gives everyone an opportunity to communicate with the parish. Please schedule with the Parish Office.
- Setting up tables – Please use the large permanent table (Welcoming Table) instead of setting up other tables. There may be times when setting up additional tables is needed, but hopefully, not too often. In some cases, especially with direct sales, or distribution of larger items (Cookies, Pizza Kits, Popcorn, T-Shirts, Bake Sales, blankets, clothing, etc.) set up in the hall is best to eliminate congestion.
- Posters for Parish Functions/Events- Please arrange through the Parish Office. Easels are available for posters to be set up. They should be 20 inches by 30 inches - portrait.
- Flyers for Parish Functions/Events - Please arrange through the Parish Office. Flyers are not to be taped to doors, walls or windows. Please do not place on car windshields, or hand out at the doorway. If you wish to have these on the parish website, or facebook, please send to the parishoffice@stedith.

We thank everyone for their cooperation.

This allows us to use our parish facilities in the best way possible and to communicate our parish functions and events in a fashion we would expect in church.