



Gathering Hall Policy- June 2017

The Gathering Hall leads us to and from liturgy, and is a welcoming place for hospitality, prayer and stewardship. It includes the coatroom, fireplace seating area, display areas and the Gathering Hall proper.

Purpose: To ensure the space is regarded as an extension of our worship space (church) and appropriately used to enhance the organization and coordination of our ever flourishing parish life.

1. Use of the Gathering Hall is limited to reserved events, hospitality, and formation directly associated with prayer, such as following a Mass, Prayer Service, or Liturgical Gathering.
2. Formal or informal committee meetings are not held within the Gathering Hall space.
 - a. Rooms for meetings, outside the Gathering Hall are reserved through the parish secretary
3. Fundraising sales (i.e. exchange of money) are not permitted during Mass
4. Prior to scheduling:
 - All fundraisers and collections must be approved by Finance Council
 - Other events, hospitality and formation will need approval by the Pastoral Staff
 - Upon approval, activities may be scheduled with the Parish Secretary. (Fundraising Policy & Application, Event Planning Tool, Scheduling Form available in Parish Office.)
5. Hospitality and use of the kitchenette will be included as part of the Planning Tool & Scheduling Forms. Committees/Ministries are responsible for serving & clean-up for individual committee/ministry events. (i.e. Los Toros, Human Concerns, School, 50 + Group Workcamp events, etc.) (This includes linen use, equipment use/return, refrigerator use, Nesco returns, etc. Clean-up guidelines are posted)
6. In the case of an emergency. Call 911. Our address is: 1619 Washington Street. The automatic defibrillator is located at the top of the stairs leading to the lower level church hall. A first aid kit is located above the sink in the kitchenette.
7. Fireplace use: The key for the fireplace is located in the top right hand drawer of the buffet near the fireplace. Insert it in the slot on the left (east side) of the brick and turn on. Turn off fireplace at end of event.
8. At the conclusion of use, the lights in the Gathering Hall, with the exception of the tower light should be turned off. Lock the outside doors with the Allen Wrench key located on the chair rail adjacent to the doors.