

St. Patrick Catholic Community Facility/Event Scheduling

Overview and time ranges

- Scheduling year runs each July through June
- Full-year parish ministry scheduling due May 1st
- Individual event requests due a minimum of two weeks in advance
- Audio/Visual needs due a minimum of two weeks in advance
- Events to end by 9:00PM
- Seating Setups due one week in advance - clear details/layout needed
- If it takes space, it needs scheduled including signs, collection drive vehicles, etc
- Cancellations must be received three days prior to event
(sooner whenever possible to avoid mis-listing in bulletin that goes to print in advance)

Special considerations and limitations apply

- Weekend ministry tables/setups in Narthex, outside areas and parking lot/curb
- Fundraisers, benefits, collections, drives, ticket sales
- Additional documents needed for outside groups

Office/facilities

- Closed - Monday holidays, other fluctuating holidays
- Limited - some holy days and during holy week

Print and announcement information

- Start time and event name appear in bulletin/on calendar as entered on scheduling req
- Event scheduling requests to be submitted and calendared before fliers, bulletin blurbs, pulpit announcements or any other marketing takes place

Online Media and Social Networking

- Your event may be promoted on parish website, Facebook page, Twitter and YouTube

Other items of importance

- Heating, cooling, lighting, security and facility staff, all rely on your scheduling accuracy
- Kitchen and pantry are prep areas only, not cooking environments
- Events with food and beverage are to remove or dispose of all items upon departure
- Food and beverage not permitted in chapel/church worship space
- All facility space to be left in condition found upon arrival
- Sound level: on most occasions events will have a neighboring event but not always of similar nature. Be considerate of those around you i.e. prayer or meeting environment vs. social activity environment.
- Computer access and wireless connectivity not provided