

St. Francis Xavier
Facility and Bulletin/Web Request Instructions and Policy

Facilities Instructions and Policy

- Deadline for facility requests:
 - Meetings-10 days
 - Special Events-30 days
 - Retreats-30 days
- A *Facility and Communication Request Form* must be completed for any/all requests for room and facility use. No general email or voice mail messages will be accepted. The form can be accessed via the St. Francis Xavier website or from the Parish Office.
- Cancellations must be submitted to the Parish Office at least 48 hours before the scheduled event/activity. Failure to contact the Parish Office will result in cancellation of future room reservations and privileges to use the facilities.
- Once confirmed by the office, requests will receive an email confirmation and a copy of this policy.
- Keys are to be signed out in the Parish Office. Please contact the office at 372-6886 in order to schedule a time to pick up keys and sign them out. All keys are to be returned immediately after the event/use.
- Please provide the most accessible phone number and email address to notify you in case of emergency or sacramental priority. (Funerals take precedence over other activities in the Church/Parish Hall)
- Be respectful of others in meetings or working nearby.
- Please be respectful of our parish environment. The following cleanup is requested:
 - Paper and plastic products (plates, cups, plastic ware) should be provided by the reserving group, unless requested on the Facility Request Form.
 - All trash (food, drinks, paper products, coffee grinds, etc.) must be disposed of properly and trash bags shall be taken to the dumpster.
 - All dishes, pans, silverware, coffee equipment must be cleaned and stored in the proper location. DO NOT leave in the dish strainer.
 - Remove all leftover food from kitchen area. Any food left in the refrigerator must be removed unless prior arrangements have been made with the Parish Office.
 - Turn off all equipment (coffee maker, stove, etc.)
 - Make sure all lights are turned off, including restroom lights.
 - Check all exterior doors to make sure they are locked.
 - Any writings on the chalkboards must be erased.
 - Classrooms need to be returned to original setup.
- Children **MUST NEVER** be left unattended. All children must be supervised by a parent or authorized adult. **This includes when children are in the nursery.**

Please sign below indicating, "I have read this page and agree to the policies for facilities use and communications deadlines."

Communications Policy

- Deadline for Communications Requests:
 - Bulletin-10 days before the weekend it is requested
 - Bulletin Inserts-10 business days
 - Website-5 days
 - Online Registration-30 days
 - Other Parishes or newspapers-30 days
 - Pulpit Announcement-10 days
- Bulletin announcements for St. Francis parish events/groups/activities will appear up to three (3) times before the date of the event.
- Bulletin announcements for non-parish events/groups/activities will appear up to two (2) times before the date of the event
- Website content is best submitted in the following formats
 - Text: Microsoft word (.doc or .docx) or Adobe (.pdf)
 - Graphics: Portable Network Graphics (.png), JPEG (.jpg) or Bitmap (.bmp)