

St. Michael Room Reservation Policy

This document is to be used as a reference guide when reserving rooms at St. Michael the Archangel Catholic Church. This document can be revised at any time and updates will be sent to ministry leaders when changes are made. Please note the Calendar Administrator is currently Delia Garcia, smgptxdelia@sbcglobal.net.

There is only one assigned calendar administrator. No one else can assign rooms or make cancellations. Exceptions will be made when the calendar administrator is on vacation. Requests will continue to be monitored and accepted.

All room reservation requests must be sent via email or through the online form for documentation purposes. You will need to include the ministry, title and description of meeting/event, date and time requested, room preference, how many people, and contact information including name, email and cell phone. Please allow up to 48 hours for confirmation email.

Room reservations should be made 2 weeks before the scheduled date needed. The calendar administrator, Delia Garcia, will try to accommodate last minute reservations when possible. We will always strive to do our best to accommodate as best as possible.

The A.C./heating is booked based on calendar reservations. The A.C./heating is scheduled to turn off 15 minutes before your scheduled time ends. Last minute reservations may not have A.C./heating, but we will accommodate whenever possible.

Your ministry meeting or event may be held between the time of 7 a.m. and 9 p.m. The campus must be cleared by 9:30 p.m. as the alarms will be set.

Every room reservation must have 30 minutes between room bookings for meetings, events may require more time in between the meetings and will be at the discretion of the administrator and will be between 30 minutes to an hour.

Regularly scheduled ministry meetings will be reviewed and scheduled. It is the responsibility of the ministry to frequently review the calendar on our website and ensure their meetings and rooms are secured.

Due to limited space, the calendar administrator may move your meeting or event to a different room that still meets your capacity needs to accommodate other meeting requests. The ministry will be notified about room changes as soon as possible. **Please note this is to help ALL ministries be successful in their meetings.*

No baby showers, wedding showers, bridal showers or any personal events can be held in any of our facility rooms. Please see details below regarding special event usage for Mazaika Hall.

Per the Diocese of Dallas policy, all non-parish based organizations must have a current certificate of liability for their organization.

Mazaika Hall Reservations

Our parish hall, Mazaika Hall can be rented out for special events only with a contract sponsored and signed by a parish ministry leader. Please view Mazaika Hall contract for additional details and rules. Contract can be obtained by calling the parish office.

The use of Mazaika Hall should be for large capacity seating meetings and events. If needed by senior staff, the ministry will be notified 2 weeks before cancellation. This is for emergency needs or unexpected large events. We will honor contracts for Mazaika Hall, but these too will be subject to the Priority Facility Use Pyramid.

Ministry meetings should not be booked on a regular basis in Mazaika Hall on Saturday's or Sundays. You need to book your events only when needed and if available. Some ministries may have booked, but it's not guaranteed. We will follow the Facility Use Pyramid with all events/meetings.

