

# *Room Reservation*

## Guidelines

The St. Luke Hall Rd. Campus & Riverstone Ranch Campus, are integral parts of the Catholic Community of St. Luke the Evangelist. Our Hall Road Campus is located at 11011 Hall Road, Houston, TX 77089 & the Cenacle Learning Center is located at 1750 Riverstone Ranch Dr., Pearland, TX 77089.

### *Reserving a Room/Space*

- The "Room Reservation Form" is available online ([www.stlukescatholic.com](http://www.stlukescatholic.com) – click on calendar & Submit Event Request or click on Our Parish/Parish Office Information /2018-2019 Room Reservation Form for Staff & Ministry Leaders) or can be obtained at the Parish Office or via email by contacting your Ministry Director and/or Parish Receptionist. *[If you have access to the eSpace scheduling system, you do not need to fill out these forms].*
- **ALL** meetings/events/gatherings need to be in the scheduling system. We are held accountable for knowing who is on our campus. Ministries/Groups/Organizations who insist on meeting at either campus without a confirmed reservation will be prohibited from using parish facilities.
- Completed Reservation Forms should be submitted online, via email, or in person to the Parish Office. *(Do not publish or release requested dates until a confirmation has been received.)*
- If there is a conflict with your reservation (another ministry/organization has room/space already reserved) you may contact the ministry leader in an effort to reach a resolution. The office staff will not call for you. Once an agreement has been reached, all cancellations and/or changes must be re-submitted.
- Please look for and secure your confirmation. Confirmations are sent out in a timely manner; please do not call the office unless you have not received your confirmation within three days (not including weekends) of submitting request.
- If an event is scheduled at the Hall Road Campus during the week, office personnel will ensure that the building is open. If the event is scheduled on the weekend, arrangements will be made to have the building accessible for your meeting.
- Please plan ahead. We understand that on occasion some last minute meetings come up, however, attempting to make a room reservation the day prior or day of the event, should be the exception, not the norm. **Room reservations need to be made at least 24 hours in advance.**

*In an attempt to keep costs down, please note the following scheduled times below. Please attempt to keep your meetings within the campus admission times. If your meeting/event needs to start earlier or later than the scheduled times listed, special permission from the Business Manager (Donna Viramontes 281-481-6816 Ext 205) will be required. Due to special security measures at the Cenacle, there will always be an Event Monitor on duty for all events scheduled at the Riverstone Ranch Campus.*

	<b>Hall Rd. Campus Mon-Fri</b>	<b>Hall Rd. Campus Sat &amp; Sun</b>	<b>Riverstone Ranch Campus Mon-Fri</b>	<b>Riverstone Ranch Campus Sat &amp; Sun</b>
<b>Earliest time event participants can enter the campus</b>	8 AM	8 AM <hr/> Sunday at 7AM	6:30 PM	8:30 AM
<b>Gates Close</b>	10 PM	10 PM	9:30 PM	9:30 PM

*Events that require staying on campus after gate closing times must have Business Manager’s approval. If an event/meeting/celebration needs access to either campus earlier than posted times, permission may be granted on a case by case basis.*

### **Riverstone Ranch Campus**

#### ***Use of the Cenacle Learning Center (CLC)***

The St. Luke Early Childhood Center’s (ECC) Hours of Operation Monday thru Friday, 7am - 6:30pm, takes priority. Only with approval of the Pastor will the ECC scheduling be overridden.

Adult, Youth and Children’s Faith Formation & Liturgical events take priority registration over non-liturgical events on both campuses.

#### ***Classroom/Nursery Use***

The classrooms & nursery are for the ECC use only and cannot be used by any group/organization/ministry. This policy has been put in place in order to meet the sanitation standards for daycare cleanliness. Groups/Ministries/Organizations who insist on using these rooms will be prohibited from using the Cenacle.

There are books and games in ACTS Rm 2. These items are ECC property and not for event attendees (family) use. Please refrain from using these items.

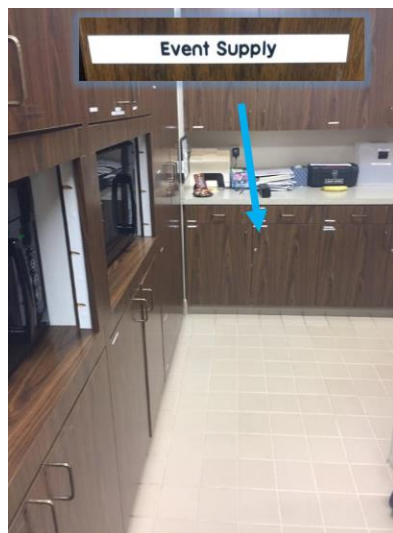
#### ***Checking In/Out at the Cenacle Learning Center (CLC)***

Upon arrival at the CLC the Event Contact must check in at the Cenacle Office with an approved Event Monitor for safety/control reasons and sign the Event Log. The Event Contact will be responsible for ensuring that all Building Policies are followed. Event Contact must check back with the Event Monitor so that an inspection can be made of the reserved area(s) to ensure that all areas have been cleaned and left in good

condition. If you need to re-arrange a room, please return everything to its original position (i.e., tables, chairs, prayer table). Once cleared, the Event Contact will then sign out with the event monitor.

### ***Supplies***

It is up to the Event Contact (and/or event team/group) to bring all materials needed for the event, however, there is an event basket located at the **Cenacle Office** with a few office supplies that can be used if you are in need of basic supplies (scissors, stapler, tape, post its, etc.). Coffee & other supplies (i.e. plates, cups, napkins) have been placed in two cabinets in the **Cenacle Kitchen (Event Coffee Supply & Event Supply)** for event use. Please limit the use of materials in the kitchen to these two drawers only. Everything else is for ECC business use.



### ***No Childcare at the Cenacle***

Childcare is not provided at the Cenacle. All childcare, with prior requisition and approval, will be held at the Hall Rd Campus.

### ***Room Setting Request (CLC Only)***

When scheduling an event, please indicate if you will need a special room set up (i.e. U shape, Conference Style, Auditorium Style, or need the room empty). Special set ups will have to be indicated at the time the event is scheduled, otherwise, the room will be in Default Set Up. All staff members have been provided with pictures of the different set ups, if needed, please ask to view them when scheduling your event. We do not have staff available to help with set up on the day of the event.

- An Event Monitor will be present to provide access into the building, secure & lock up building, assist with AV equipment and emergency situations, open (lock/secure) door for attendees, assist with small copy jobs, check Event Contact in & out and ensure facilities are left clean and in order.
- Only the facilities are provided - the Event Contact must bring help to set up and clean up after the event.

- The Event Contact must transport all items/materials needed for the event from & to his/her vehicle (Event Monitor is not to be used for transport).
- The facilities will be inspected prior to the Event Contact leaving and he/she must leave the facilities clean and arranged as when he/she entered them prior to the event.
- There are materials in the meeting rooms that belong to the ECC and are not to be used by attendees of the event.
- It is the responsibility of the Event Requestor/Event Contact to inform attendees of the location of the Riverstone Ranch Campus.
- Only ACTS Rooms 1-4 & Service Kitchen are available for public use. All other rooms are for ECC use only.
- Handouts, flyers, pamphlets for all events must be done ahead of time. All copy machines require a copy code (each group has an assigned #) which the Event contact can obtain by calling the Business Manager during office hours.
- Only the spaces/rooms that have been scheduled for the event are to be used. No other rooms are to be utilized.

### **General Rules for Both Campuses**

The Front Office is responsible for knowing who is on our campuses at any given time. **All groups/ministries/organizations are required to schedule any and all meetings/celebrations/gatherings held on parish properties through our scheduling system.**

- Do not staple, pin, or tape anything on the walls. The only exception is at the Hall Rd. Campus, Education Building Rooms. These rooms are equipped with wooden display strips and sign strip holders outside the rooms.
- All signs and materials must be removed from the areas after the event.
- **Candles and matches are not allowed (no open flames of any type);** only LED battery operated candles should be used.
- Room settings at both campuses must be left as how the space was received. If tables and chairs are rearranged by the group, rooms/spaces must be returned to the default setting (tables & chairs – pictures have been placed in each room indicating default setting arrangement).
- There are projectors and screens at the Cenacle and in the Social Hall. All rooms in the Education Building have flat screen TVs. All areas have wall or TV hook ups. It is best practice to bring your own cables. Cordless microphone can be scheduled/reserved and checked out at the front office (during business hours). All additional AV equipment must be brought by the presenter or provided by the Event Contact.
- **Only the spaces/rooms that have been scheduled (and confirmed) are to be used. No other rooms are to be utilized.**
- At the Hall Road Campus - all trash from the Youth Room/Social Hall/kitchen must be removed and placed by the kitchen side door. If the event serves food and/or drinks, trash from the Education Building can be placed in the large trashcan by the Coke machine (grey trashcan on wheels). At the Cenacle, all trash can be placed by the kitchen side door (leading to the exterior of the building).

- Turn off any/all technology equipment (retract the projector screen at CLC & Social Hall), close the shades, turn off the lights and make sure the door is closed.
- All events that are scheduled at the Riverstone Ranch Campus will gain access to the building through an Event Monitor. For the Hall Rd. Campus, during the week, parish staff will ensure that the buildings are open for events. For weekends, the event contact (or lead) needs to call the parish office by Thursday (sooner if a holiday falls towards the end of the weekend) to see if a key or code needs to be obtained to gain access to the building.
- Please do not use the facilities unless you have scheduled the use of a space. This includes any preparation plans for an event or even to clean up an area or pick up materials left behind. If materials were left behind and you need to pick them up, please check the schedule and make sure the space is not in use. If it is, you will need to come back at a later time. We must respect the event that has rights to the space at their scheduled time.

### **Scheduling for Weekend Events**

All reservations that will take place on the weekend (only at the Cenacle) must be scheduled by the Friday, one week, prior to the weekend of the event.

As an example, if you wanted to schedule an event on August 26th or 27th, your reservation must be in the system by August the 18<sup>th</sup> (example year 2017).

Not knowing in advance what the weekend is going to look like, makes it difficult to schedule our facilities employee during the week, because often last minute meetings pop up at the Cenacle, which at times will cause the employee to work overtime. If we know that the weekend schedule is already set, then we can adjust the employee's schedule appropriately. This is also a very good reason to remember to cancel reservations in advance, to ensure that the employee's hours will not end up being less due to events not happening as scheduled.

We understand that everyone is very busy, but we must take into consideration those that are attending to our requests.

If you are in need of a room reservation for Saturday or Sunday and it is one week prior or more to the weekend date of your event, those that are in charge of making room reservations are to check to see if there is room at the Hall Road Campus first. If there is not enough room, then it is okay to check to see if there is room at the Cenacle. However, if you are scheduling with less than a week's notice, the scheduler should check to see if there is room available at the Hall Road Campus first. If there are no rooms/spaces available then the event request will be denied.

We need to put this policy in place in order to take our employees into consideration and be better stewards with the parish funds.

### **Childcare Policies**

***Childcare is a privilege not a right.*** There is to be no self-provided childcare. This is an Archdiocesan Policy. There are to be no exceptions. Childcare reservations must be requested

through the eSpace scheduling system. (Please indicate on your room reservation sheet/online form that you require childcare.)

An **Event Childcare Request Form** must be filled out by the Ministry lead and/or Event Contact and submitted to the Children's Ministry Office or submitted online no later than two weeks prior to the date of the event. *This form is imperative so that the Childcare Ministry can properly staff to meet childcare needs. There might be more than one meeting requiring childcare services, therefore the child count & age range helps them staff appropriately.*

Each parent/guardian requesting childcare must reserve a space for their child(ren) by submitting a **Childcare Registration Form**. Slots will be reserved on a first come first served basis (only 24 slots are available) so send in your registration as soon as possible.

**Medical Consent Form** (to be kept on file for 1 year) is to be submitted with the Online Registration Form either online or turned in to the Children's Ministry Office.

**All of these forms have been placed online for your convenience.**

<https://www.stlukesatholic.com/childcare-ministry>

Those with reservations will take priority. Reserved spaces will be held for only 15 minutes after the start of the event. After this time, reservation will be void, and space will be open to someone else. Once the 24 children limit has been reached, no more children will be allowed in childcare.

**Notification of cancelled event must be provided at least 24 hours prior to the event date or an administrative fee of \$25 will be assessed to the sponsoring ministry.** Due to last minute cancellations when childcare staff is scheduled and no one shows up we must pay childcare staff minimum of one hour. ***Please note, groups/organizations/ministries that have two incidents where childcare is scheduled and there is a no-show (twice within a twelve-month period), will not be allowed to request childcare.*** Please contact Ben Hernandez at the Children's Ministry Office 281-481-4251 or email [childcare@stlukesatholic.com](mailto:childcare@stlukesatholic.com) for additional information.

**All children are to be picked up no later than 15 minutes from the end of their scheduled event.**

### ***Kitchen Use***

Please plan on bringing all materials needed for your event. The only things that we are providing is the meeting room and AV equipment if needed and requested ahead of time.

- **Exception:** Coffee Supplies are provided by the parish for both campuses. Coffee, powdered cream, sugar, cups, and stir straws are available in the kitchen (kitchen cabinet marked "Event Coffee Supply" at the Cenacle & on the counter in the Social Hall Kitchen).
- All supplies/items needed for the event should be provided by the hosting ministry/group/ organization, however, a few items such as plates, napkins, cups, etc. have been placed in a cabinet marked "Event Supply Cabinet" at the **Cenacle only**.
- **All appliances used must be cleaned and turned off. Failure to do so could result in loss of use of kitchen privileges, or worse, loss of property due to a fire.**
- There is no area for storing cold food/beverage items. The refrigerators in the Cenacle Kitchen are for ECC business only. Please do not place items in these

refrigerators. If cold storage space is needed at the Social Hall, a special request must be made ahead of time and arranged with our Facilities Manager ([cenaclemaint@stlukescatholic.com](mailto:cenaclemaint@stlukescatholic.com)). All food items must be removed/thrown away after the event. Items are not to be left in the Social Hall Kitchen refrigerators.

- Kitchen must be left clean and trash left by the kitchen door – at the Cenacle leading to the side parking lot and at the Social Hall facing courtyard.
- All trash is to be removed and tables & floors cleared of debris.

### ***Advertising and Promotion Policy***

All advertising and promotional publications must be submitted to the Parish Office for approval.

### ***Copies***

Handouts, flyers and pamphlets for all events must be done ahead of time. All copy machines require a copy code (each group has an assigned #) which the Event Contact can obtain by calling the parish Business Manager during office hours. Copy jobs consisting of more than 100 pages must be done ahead of time during business hours and only at the Hall Road Campus.

### ***Deliveries Made to Our Campuses***

Deliveries (especially large deliveries and all perishable items) made to our campus must be communicated to the front office prior to the delivery date.

#### ***Please Include:***

Ministry/Organization expecting delivery

Group contact name & cell number

Delivery date

Estimated delivery time

Items being delivered

Where items are to be stored



## **Parish App – Getting in Contact with Facilities Team**

*(Effective March 31, 2018)*

Our Parish App has a free, safe, and simple messaging tool that helps us share important updates and reminders with students, parents & parishioners. We have set up a group named “Facilities” which will enable you to communicate with our Facilities Team. For example, if you have a meeting scheduled at either campus and your set up time is 9am but you get to the campus and the gates/building are closed. You can use this program to contact our Facilities Manager and Facilities Team Member (usually the Event Monitor at the Cenacle). Also remember that this is why your set up time is important. If your set up time is 9am, please do not expect to gain building access at 7am.

Please use this only when you have a true need. We do not want to bombard our facilities team with unnecessary text messages. This tool is to be used on the weekends or for after hours (when parish office is closed).



**Parish Office Hours** : Monday – Friday 9am-6pm

## **Events Needing Special Approval**

- Any event with a **bingo, raffle and/or event serving alcohol** must arranged with the Business Manager for approval prior to requesting a room reservation.
- Any event held off site (not on campus) that is connected to St. Luke the Evangelist must have approval from the Business Manager prior to scheduling. **All off site events must be scheduled in the eSpace system.**

## **Hall Rental**

**Please note, we do not rent out the Cenacle (Riverstone Ranch property).** We will consider rental of the Parish Social Hall for a gathering (under 150 people) only if the event is related to a sacramental celebration (i.e. wedding, baptism, funeral, etc.). All requests are subject to availability. Please contact Business Manager for information.

## **Violation of the Guidelines**

Any group/ministry/organization violating these guidelines will be denied the ability to make future reservations and/or will be banned from the use of parish facilities for 3 months after their second offense. We want every parishioner to be able to use and enjoy our facilities, which means that everyone using them must be good stewards of our church properties.



## **Maintenance Issues**

Please contact the Front Office and report any maintenance issues. We need your help in keep our campus in working order.

## **Our Legal Name**

The legal name of our parish, established by decree of Bishop John Morkovksy in 1975, is as follows: *St. Luke the Evangelist Catholic Church*. Please use this name, and no other.

## **Scheduling Hierarchy**

Please note, the parish directors are allowed to schedule their events first because they are scheduling events that take care of Parish Business (Sacraments, Faith Formation, Liturgical Events, etc.). Once they have entered their events, the system is then opened to all other ministries. Our parish Ministries will then have scheduling privileges over non-parish ministries/groups/organizations. Once the scheduling cycle has begun, reservations are scheduled on a first come first served basis. Although, the Guadalupanas, Catholic Daughters and Knights of Columbus are technically non-parish organizations, they are affiliated with our parish and therefore will be treated as one of our ministries when it comes to scheduling.

Thank you for your cooperation.

*We all must do our part in helping to keep our parish facilities clean and in good working order.*

