

## ST. RAPHAEL PARISH POLICIES/PROCEDURES

### Alcoholic Beverages

Alcoholic beverages (including beer, wine, and liquor) are strictly prohibited on the premises of St. Raphael Parish. Alcoholic beverages are only permitted for parish events when a liquor license is obtained from the State of Ohio Department of Liquor Control.

### Auxiliary Tables/Chairs

It is the parish policy that we DO NOT lend or rent tables and chairs to anyone for personal use outside the parish grounds.

### Babysitting (Littlest Angels Childcare)

Babysitting will be provided for children ages 2 to 5 years of age on all Sundays of the year, except for Easter Sunday and Christmas. Babysitting is available in the Zwilling Room during the 9:30 and 11:00 a.m. Masses.

### Bins (Charity)

Located in the Zwilling Room hallway. The Salvation Army picks up donations once a week. Donations should be placed in bins, not dropped off at the Parish Office.

### Bulletin

Information for the bulletin must be received in the Parish Office by noon on Friday for the following week's bulletin.

### Bulletin Inserts

In an effort to reduce the number of weekly inserts, only one (1) bulletin insert per event will be permitted with no repeats. Bulletin inserts must be given to the Bulletin Editor in the Parish Office, by Friday one week prior to when the insert is to be placed in the bulletin.

### Calendar

All activities and events (including the day school/PSR) must be scheduled in the Parish Master Calendar via the Office Manager in the Parish Office. ***A facility request form MUST be completed for ALL scheduled events when a set-up is required.***

When a room has been assigned, that particular room **must be used**. Do not change rooms without checking with the office manager.

All school activities (including pie baking and Cooking Club) that will be using rooms and areas other than the school proper (both during school hours and after school) MUST be approved by the school principal, who will then contact the Office Manager prior to the activity being placed on the calendar. This includes the church.

Events will be scheduled on a first-come/first served basis.

On Saturday afternoons and Sunday mornings, the focus of our attention is on Mass. Therefore, groups wishing to use the PAC/PAC Kitchen or Lunch Room, Lunch Room Kitchen should not begin set-up until 7:00 p.m. on Saturday evening (with the event starting at 8:00 p.m.) and 2:00 p.m. (with the event starting at 2:30 p.m. on Sundays). The Office Manager will advise and final decision will be at the discretion of the Pastor.

A Facility Request form **MUST** be completed for ALL scheduled events when a set-up is required. This will help avoid the risk of double scheduling rooms, equipment, etc. Facility Request forms are given to the Office Manager first for processing. Do not give forms to Maintenance directly...**they must go through the Parish Office to be stamped before forms are sent to Maintenance.** Last minute changes need to be approved by our Office Manager. Cancellations need to be communicated to the Office Manager as well as soon as possible.

### **Church**

Other than regularly scheduled Masses and confessions, all use of the Church will be scheduled on the Parish Master Calendar. This includes week day, weekend and evening events.

Out of respect for the sacred building, the Church should not be used for meetings, gatherings, etc. unless absolutely necessary, especially if the PAC, Lunch Room, or Raphael Center are able to accommodate the event. **NO FOOD OR BEVERAGES ARE TO BE BROUGHT INTO CHURCH.**

If the Church is used for a function, **NOTHING** is to be placed on the altar or the ambo. (A lectern will be set up for non-liturgical speakers.)

Social Concerns collection boxes and materials, pamphlet racks, information sheets, etc. are to be kept in the vestibule areas of the Church on and under the tables provided. The materials should not be placed on the altar steps. Any materials that are placed in the vestibule areas or on our book shelves need to be approved.

***NO signs are permitted on the glass doors or walls of the Church.*** Bulletin boards are located near the entrances of the Church. Advertising on the bulletin boards should be coordinated through the office manager in the Parish Office on a first come/first served basis.

Unless a function is scheduled in Church, the Church doors will be locked at 3:00 p.m. with the exception of the door closest to the old rectory (north). This door will be locked at 8:00 p.m.

### **Coat Room (will be Sacristy during construction)**

Nothing will be stored in the coat room except shoes and personal items during athletic practices in the PAC. Coat racks are not to be moved from the coat room without permission from Maintenance.

### Concession Stand

Stacey Nye will act as coordinator of the Concession Stand. Requests to use the concession stand will first go through Stacey who will then check availability in the parish calendar.

Used for Day School lunch periods during school days.

If a group is using the concession stand, they must provide a monitor to be posted at the PAC doors to be sure no one brings food or drinks in the PAC. Stacey will be responsible for checking to be sure a monitor is scheduled. **No signs are to be taped on the walls.**

The groups or individuals using the concession stand are responsible for providing all of their own supplies for their event-paper products, cleaning supplies, etc. They are responsible for clean up and removal of all items. (including trash from the concession stand at the conclusion of the event. Remove all leftovers)

Pepsi products are to be used exclusively in the Pepsi cooler in the concession stand. (No other brand of drinks may be place in the cooler.) Separate portable coolers may be brought in containing products other than Pepsi. Plastic bottles/cans only-no glass containers.

The parish owns a popcorn machine which may be used by any interested parties-but they must provide all the necessary supplies and clean the machine after use. Instructions/training the groups on proper use of the popcorn machine will be provided by Stacey Nye.

### Defibrillator

Located in the Zwilling Room Hallway to the right of the bins.

### Donut Sales

Parish organizations/ministries sell donuts most Sundays of the year in the Lunch Room.

The various ministries schedule their sales through Clare Blake either on a regular rotation basis or by special date requests. Donut sale forms are mailed to each ministry with the master calendar sign-up sheets. The schedule goes from September through the first week of June. The summer schedule runs from the 2<sup>nd</sup> week of June through August.

The ministry is responsible for providing all of the supplies, set up and clean up for their particular donut sale. There is a standing order for donuts through Fragapane Bakery each week (25-40 dozen donuts). The scheduled ministry contacts Fragapane's by 1:30 p.m. on the Thursday before their sale to confirm the number of dozens of donuts they want to order for that weekend.

The scheduled ministry then pays Fragapane's on Sunday when the donuts are delivered to the Lunch Room-between 7:00 and 7:30 a.m. Payment to the bakery for the donuts is the responsibility of the ministry. Proceeds from the sale after paying the bakery are kept by the selling organization for their use as they see fit.

### **Dumpsters (Trash)**

The parish has contracted for one dumpster for general use and is picked up and emptied on Monday, Wednesday and Friday each week.

### **Emergency Closing Policy**

The policy for school closing follow the plan used by the Bay Village School System. If Bay Village public schools are closed, St. Raphael is also closed. Both PSR/Day School follow this policy. If school and/or PSR are closed for snow or other emergency reasons, all student-related and non-student activities/meetings will be cancelled for the evening.

### **Eucharistic Adoration**

Held 10:00 a.m. Friday thru 4:00p.m. on Saturdays in the Raphael Center Chapel. During normal hours, entrance to the chapel can be obtained by parking in the main lot and going through the door into the Raphael Center. During off hours, the chapel can be reached through the door near the mobile unit using the key pad to enter. From 3:30 to 3:50 p.m. on Fridays, there will be a children's (family) program, a time of Adoration suited to children of all ages. The Adoration time will consist of a short explanation, prayers, quiet and song.

### **Facility Maintenance Request**

Request applies to all maintenance except that which is clearly an emergency. In case of emergency, please call the Parish Office, School Office or Maintenance Department. In order that Maintenance Department has a more comprehensive knowledge of work to be done, please use Facility Maintenance Request (gold form) for all requested maintenance. Forms are available in School and Parish Offices.

### **Facility Request Forms**

Must be completed for all events-even when a set-up is not required (preferable at the time the event is scheduled, or at least a week in advance.) Office Manager will coordinate with Maintenance. (pink form)

### **Fire Alarm**

In the event the fire alarm is triggered, first investigate to see if there is an actual fire. By the time the alarm sounds, the Bay Village Fire Department has been alerted and are on their way. It is best to ***not do anything but wait in a safe location for the Fire Department to arrive to handle the situation.***

### **First Aid Kit**

In case of emergency, first aid kits are kept in the Maintenance Office, Sacristy, PAC Kitchen, Lunch Room Kitchen, Parish Office Kitchen, Parish Office Copy Room, and next to the Defibrillator in the Zwilling Room Hallway.

### **Gathering Area**

In an effort to provide an atmosphere of comfort and welcome and to enable people to enter and exit the Church and other facilities freely, the Gathering Area should be kept clear at all times. If individuals or groups wish to advertize a project, they should arrange with the office manager to use the Lunch Room. *No tables, chairs or displays are permitted in the gathering area, except for parish property, and at the pastor's discretion.* No signs or posters are to be posted on the walls.

Sports teams are asked to keep the gathering area free of clothing, shoes, coats and other personal items. These items should be stored in the locker rooms or in the coat room.

No sports activities are to be conducted in the gathering area. Balls and other sporting equipment should be kept in the PAC or Lunchroom-not in the gathering space or hallways. For safety reasons, individuals and teams waiting to enter for practices/games must refrain from bouncing balls, swinging bats, practicing drills, etc. outside of the PAC or Lunch Room.

### **Hallways**

No signs or posters may be posted on any walls. (Check with the Office Manager to request permission to post inside the appropriate bulletin board or "bulletin board" case.)

The Gathering Area, main entrance and Zwilling Room hallways are to be kept clear of all coats, shoes, backpacks, etc. during athletics. Athletes need to put their belongings on the sidelines of the PAC (bleachers) or Lunch Room where their practices take place. (Same policies as Gathering Area apply.)

### **Incident Reports**

If an accident (bodily injury, vehicle, equipment) should occur on St. Raphael property either by an employee, parishioner or visitor, an accident incident report is required by the Diocesan Workers' Comp Office or Insurance Office within 24 hours of the occurrence.

If the accident should occur during regular business hours, notify the Administrative Director immediately, who will gather the required information and file the proper report with the Diocese.

If the accident should occur outside regular business hours, please gather detailed information (name, phone number, description of accident, etc.), and forward to the Administrative Director as soon as possible-the following morning or Monday following the weekend. The Administrative Director will then process the correct paperwork and information to the Diocese.

### **Lecturers (Speakers)**

If a group or organization is considering inviting a speaker from outside the parish to make a presentation at St. Raphael, please notify Fr. Tim Gareau prior to extending the invitation to the speaker.

### Locker Rooms

Coaches are to check locker rooms before and after their scheduled practices, including toilet stalls to be sure that the locker rooms are clean and nothing has been left behind. (See Hallways).

### Lunch Room/Lunch Room Kitchen

Used for Day School lunch periods during school days.

Donut sales will be held most Sundays of the year in the lunch Room.

Parish organizations may use the lunchroom for various ministry events after scheduling with the Parish Office and Master Calendar. Facility Request Forms are required.

Maintenance personnel will be responsible for setting up/putting away permanent tables/benches for safety reasons.

The groups or individuals using the Lunch Room Kitchen are responsible for providing all of their own supplies for their event-paper products, cleaning supplies, etc. They are responsible for clean up and removal of all items (including trash) from the kitchen at the conclusion of the event. Remove all leftovers from the kitchen, including the refrigerator and freezers. Minors must be under the supervision of an adult in the Lunch Room kitchen.

Athletics (volleyball, basketball, baseball) practices use the lunch room after scheduling through the Athletics scheduler with approval from the Office Manager.

Sports teams are asked to keep the Zwilling Hallway free of clothing, shoes, coats and other personal items. Balls and other sporting equipment should be kept in the Lunch Room not in the hallway. NO gum permitted in Lunch Room.

Sound system available when requested-please see Facility Request Form.

### Maintenance Staff Schedule (effective August 1, 2010)

#### Monday-Friday

7:00a.m.-10:30pm

#### Saturday

7:30 a.m.-9:00 p.m.

#### Sunday

6:30 a.m.-9:00 p.m.

### PAC (Parish Activity Center)

Because of liability/insurance reasons, the PAC may never be rented out or used by outside groups other than Diocesan related functions.

**No food, drink or gum are permitted in the PAC (unless special event) including water and Gatorade.**

**No street shoes permitted in PAC unless the tarp is down. Do not reinforce tarp with tape.**

**Maintenance uses tape that does not leave a residue on the tarp.**

**The stage is off limits to students to sit on, run, play, etc. unless they are supervised and there for a purpose (concert, drama rehearsals, etc.)**

Meetings, speakers, concerts, etc. will be held in the Lunch Room as first consideration or held in the PAC when feasible-not in the Church. Scheduling will be taken care of through the Office Manager.

The principal has agreed to have the gym teacher take her last gym class of the day to the Lunch Room when activities are planned in the PAC so set up can begin after lunch periods.

All coaches are required to sign in and out of the PAC being sure to check the condition of the PAC/locker rooms before and after their assigned practice.

The following will be taken care of by the Maintenance and/or Parish Staff and MUST be requested using the Facility Request form:

Basketball Baskets

Bleachers (For safety reasons, individuals are not permitted to sit on top of bleachers when bleachers are closed.)

Chair Storage (under Stage)

Lights

Mesh gym dividers

Scoreboard and Scorers' Table

Sound System (See Sound Equipment at end of procedures.)

Stage Lift

Stage Lights

Stage Partitions

Stage Steps (Portable)

Stage Video Screen

Table Storage (Rear Storage Area)

Tarp (Requests for floor cover must be in writing in a timely manner.)

Volleyball Nets (Stored behind stage by electrical panels.)

### **PAC Kitchen/Kitchen Procedures**

Stacey Nye will act as coordinator of the PAC Kitchen. Requests to use the PAC Kitchen will first go through Stacey. Stacey will then contact the Office Manager to check availability in the Parish Master Calendar. (Separate PAC Kitchen Agreement Form)

The groups or individuals using the kitchen are responsible for providing all of their own supplies for their event-paper products, etc. They are responsible for clean up (cleaning supplies will be provided) and removal of all items (including trash) from the PAC Kitchen at the conclusion of the event. Trash bags will be provided. Remove all leftovers. (Refer to St. Raphael PAC Kitchen Policies & Procedures for more details)

A minor must be under the supervision of an adult.

### **Parish Office**

Parish Office hours are Monday through Thursday 9:00 a.m. to 9:00 p.m.; Fridays 9:00 a.m.-7:00 p.m.; Saturday 9:00 a.m. to 4:30 p.m.; Sunday 10:30 a.m. to 2:00 p.m.

A locked mailbox is available at the door of the Parish Office for dropping off items after hours.

### **Parking**

School Staff members/parishioner parking in main parking lot.

Parish Staff members/visitors parking in parish office lot.

### **Prayer Garden**

Available during normal Parish hours.

### **Pulpit Announcements**

The parish secretary, Kathy Witmer, in the Parish Office, is responsible for coordinating pulpit announcements. Requests for pulpit announcements must be received by 5:00 p.m. on the Wednesday prior to the weekend the announcement will be made.

The Parish Staff reserves the right to edit submitted requests. ONLY staff members are permitted to change announcements after they are placed in the binder.

### **Raphael Center Chapel**

If the Raphael Center Chapel is used other than for Adoration of Friday/Saturday, those using the chapel should be responsible for putting everything back in order. Diagram of room set up is in the sacristy.

### **Security**

Safety and security are essential to our parish facilities. All outside doors must remain closed. The school doors are locked during school hours. Do not prop open doors that are locked at any time. Security measures should be in effect during the day and evening hours. Parish Office has Panic Buttons located at the reception desks. Instructions are posted for use as needed. Silent signal goes directly to Police Security Company which notifies the Police Department

### **Shopping Certificates**

Shopping certificates are sold at the Parish Offices ONLY during regular office hours-Monday through Thursday 9:00 a.m. to 9:00 p.m.; Friday 9:00 a.m.-7:00 p.m.;Saturday 9:00 a.m. to 4:30 p.m.; and Sunday 10:30 a.m. to 2:00 p.m.



## **Sound Equipment**

There are three sound systems:

- Church
- Lunch Room
- Parish Activity Center (PAC)

### **General**

All parish events, especially those requiring sound or multimedia facilities (projector, camera, computer, etc.), must involve a member of the Parish Staff. Use the “St. Raphael Parish Directory” sheet showing the parish commissions (ex. Worship Commission, Spiritual Commission, Education Commission, etc.) as a guide to determine the appropriate parish staff member.

The specific requirements for any sound/multimedia equipment must clearly be shown on the Facility Request Form including any equipment, microphones, cables, etc., required. Also show equipment and/or cables that will be provided by the event coordinator and/or speaker.

### **Church**

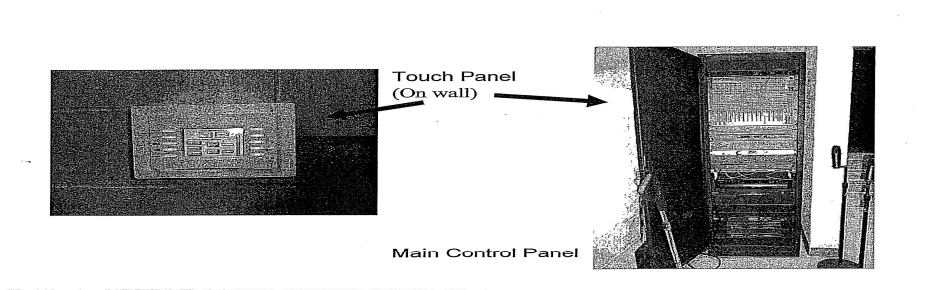
The sound panel in the sacristy should only be opened with the involvement of the appropriate parish staff member. The use of the CD player or external microphones requires a staff member’s assistance. The volume controls at the top of the panel, wireless microphone units on top of the cabinet, and the master volume control on the right side of the cabinet, should not be adjusted without the involvement of a member of the Parish Staff.

### **Lunch Room**

The sound system for the Lunch Room includes various portable components including speakers, control panel, microphones, stands, and cables. Any non-school events designated for the Lunch Room require the involvement of a member of the Parish Staff.

### **Parish Activity Center (PAC)**

The PAC has a sophisticated and user-friendly multimedia system designed to meet most audiovisual requirements of the parish community. The two major components are shown below.



It is imperative that a member of the Parish Staff is involved in any event in the PAC requiring any audio visual equipment, even when the event planner/coordinator has previously worked with the equipment.

Most of the equipment control can be handled from Touch Panel including:

- Turning on/off the main sound system
- Turning on/off the digital projector
- Raising and lowering the projection screen
- Turning on/off the connection from the digital projector to one of the two special laptop port connections
- Turning on/off the connection from the digital projector to the DVD player or the CD player located in the Main Control Panel
- Controlling the volume and mute of (General) microphone jacks located on or near the stage

Controlling the volume and mute of the wireless microphone that is stored in the Main Control Panel

Access to the normally-locked Main Control Panel is required for the following:

- DVD Player for inserting or removing a DVD
- CD Player for inserting or removing a CD

## **Use of PAC Audio and Computer Equipment**

The following items are stored in the Parish Office:

- PAC microphone cords and hand held microphone
- Wireless microphone
- Microphone stand
- Laptop computer hook-up cord

If your group needs to use any of the above equipment, you must contact one of the following Parish Staff members to reserve the items needed.

Mr. Mark Cunningham

Miss Amy Lashutka

Dr. Andy Kereky

Mr. Bill Toler

Miss Terri Telepak

Once you have reserved the equipment with one of the Parish Staff members, you can pick up the needed items at the Parish Office the day of your event and take them directly to the Parish Activity Center.

You will be asked to give your name, the parish group/event that is using the equipment, and a phone number where you can be reached.

The items **MUST** be returned immediately after the event to the Parish Office where you will sign off that the borrowed items have been returned.

If the office closes prior to the end of your event, you **MUST** make arrangements with the Parish Staff member who reserved the items for you, as to how and when the items will be returned.

**AT NO TIME SHOULD THE EQUIPMENT LEAVE THE PARISH PROPERTY!**

**Please contact one of the above Parish Staff members with any questions.**

The key to the Main Control Cabinet is kept in the Parish Office. The member of the Parish Staff will lock/unlock the cabinet as required. If the staff member provides the key to the event planner/coordinator after training, it is that person's responsibility to return the key to the Parish Office immediately after the event.

Specific instructions on the use of the Touch Panel and Main Control Panel, as well as the layout of the microphone and computer ports, can be found hanging on the left side of the Main Control Panel.