

**Please read over the following information and if you have any questions please feel free to call or email.
If childcare was requested please reach out to the Nursery Scheduler to schedule caregivers.**

St. Ann Room Use Guidelines

In a continuing effort to help keep St. Ann Facilities clean the below is the St. Ann Ministry Room Use Guidelines.
When a ministry reserves a room, you and your group are taking responsibility for that room and everything in it.
Things need to be left in as good or better shape than you found it.

Room Unlocking/Locking

Doors will be automatically unlocked using the Set-Up Time Request as indicated by the scheduling form. (ex. 8am was filled in under Set-up Time and the Actual Event Start time is scheduled for 9am then room will unlock at 8am. If there is no Set-up time put then the doors will not unlock until the Event start time which in this case would be 9am)

- Set-Up Time Actual Time Room will be unlocked *(Indicated in minutes on the scheduling confirmation pdf)*
- Event Start Time will show up on the TV screens
- Event End Time indicates when the meeting is done
- Clean Up Time Actual time the room will lock *(Indicated in minutes on the scheduling confirmation pdf)*

Room Standard Setup

Each Room has a “Standard Setup”. In some cases the standard setup may be an empty room. Groups are welcome to change the setup if the standard setup does not meet the group’s needs, however, the room must be returned to the standard setup when the event is concluded. Therefore, all facility users are strongly encouraged to have put a team together to assist with setups and tear downs.

Food & Drink

Carpet flooring in rooms, food and drink are NOT allowed
Wood/Laminate/Tile flooring in rooms, food and drink are allowed

ROOM DO’S

Event Room Clean Up

- Please straighten chairs & put back tables if moved
- Please wipe down all tables and surfaces
- Please Clean Up any trash, food or beverages
- Please make sure all trash is picked up from the tables, floors, etc...

[Remove trash to the trash bins/dumpster, especially if it is food]

ROOM DONT’S

- Please No tape, extra nails to add or hang things from are allowed in/on the walls
- Please No blocking off any doors or hallways
- Please No leaving of supplies or materials in rooms or cabinets of rooms.
- Please do not go into a room that has not been scheduled to your ministry.

Checklist before departing the room

- ✓ Is all a/v equipment turned off in the room?
 - Projector
 - Dvd Player
- ✓ Is all a/v equipment in designated areas?
- ✓ Are the lights turned off?
- ✓ Are the doors locked and completely shut behind you?

Kitchen Use

- Assembly & Cenacle Kitchen need to be scheduled for use. Small SAC kitchen is open to all ministries to use.
- Please do not bring appliances or furniture into the kitchens without prior approval from the Parish Office. If the fridge will be used please make sure to label ministry name, contact name and number and date when the items will be removed from the kitchen.
- If any dishes/utensils were used from the kitchens, please wash, dry, and put them away.
- If you notice the kitchen is not clean please inform the scheduling department!

Facility Hours

Facilities are available between 8:00am-9:30pm. Any use outside these hours must be approved by the Pastor and Facilities Director.

- No parish activities/meetings will be scheduled during Holy Days, St. Ann Observed Holidays, or if meeting times conflict with Parish-Wide activities. Please note that when the Parish Office is Closed for holidays, or adverse weather conditions no meeting are able to continue or be scheduled.

A/V Equipment

- Most rooms have a/v accessibility that are already in the room such as a DVD player, flat screen TV, or a projector and projector screens. There are specific rooms that require a temp badge to access the A/V rooms such as the Assembly Room, Cenacle, or Church. The ministry lead is responsible to contact the Parish Office a week prior to the event to request the temp badge for those specific rooms. If a ministry is unfamiliar or would like a refresher on how to use the A/V equipment, trainings are available upon request.

Adverse Weather/Power Outage

St. Ann follows Coppell ISD's school closings.

- Please look to the St. Ann website and Facebook for updates on if activities at the parish have been cancelled due to weather.
- In the event that the power goes out please immediately reach out to maintenance or scheduling to let them know. If the electricity cannot be fixed in a timely matter a call will be made to the ministry to let them know if the meeting can continue.

Cancellations

If there needs to be a cancellation for a scheduled event it is the responsibility of the designated ministry lead to notify the Scheduling Coordinator via call or email as soon as there is a change to scheduling@stannparish.org or 972-304-8545 ext. 1111.

- Why it is important to let us know of a change or cancellation:
 - We are able to lock and secure the room(s)
 - We are able to make sure the air unit is turned off

Rescheduling the event(s) is based on available space at the time of scheduling.

- Dates & Room available varies depending on what has already been schedule throughout the year.

Please Note:

If your ministry is scheduled during the week or weekend and there are any issues with Doors or A/C after Parish Office has closed please **leave a brief detailed message either on my direct line 972-304-8545 ext. 1111 or email the issue** and we will do our best to fix the issue in a timely manner.

STAFF CONTACT INFORMATION:

Scheduling Department: Rachel Kollhoff	Direct Line: 972-304-8545 ext. 1111	(Call about Doors & A/C problems)
Maintenance Department: Jose Rameriz	Direct Line: 972-523-2837	(Call for General Maintenance Issues Only)
<i>General Maintenance to include: Power, Electrical, or Plumbing</i>		
I.T Department: Jeffrey Ketterer	Direct Line: 972-304-8545 ext. 1126	(Call about A/V or Electronic problems)