

# St. Cecilia Parish Calendar Scheduling Policy and Procedure

The master parish calendar is maintained by the Facilities Manager, Jason Stewart. All ministries and organizations within the parish are required to schedule their events, programs, meetings, practices rehearsals, etc., both held on-site and off-site, on this calendar. With many events and programs utilizing this facility, it is imperative that rooms are not double-booked and that there aren't too many events scheduled at the same time.

No event shall be considered officially scheduled until the following steps have been accomplished:

1. The event has been approved by his/her supervisor (for staff personnel), the Facilities Manager, the Pastor, or his designee
2. If the event being held is a fundraiser, it has also received approval from the Parish Finance Committee.
3. The event coordinator has checked the master parish calendar, which can be accessed on the parish website, to see what days, times, and rooms are available.  
<http://www.saintceciliachurch.org/room-reservation/>
4. Assuming the desired time and space is available, the event coordinator has reviewed other events scheduled at that time to see if there is a conflict. In particular, determine if your event might draw the same audience as an event that is already scheduled.
5. An official request to reserve the specific room or location must be submitted to our Facilities Manager as soon as possible, **preferably at least 6 weeks prior to the event**. Event reservations should include the room setup and cleanup time as well. No setup should be completed any earlier than the scheduled time. Room reservations can be submitted online through the parish website.  
<http://www.saintceciliachurch.org/room-reservation/>

Advertising requests for the bulletin, website, social media outlets, pulpit announcements, etc. of scheduled events are the sole responsibility of the event coordinator. The deadline for bulletin publications is typically the Monday of the week of the desired publication (unless it is a holiday week). All promotional requests can be sent to Katie Wohrle in the parish office.

The Pastor and/or Facilities Manager may deny permission to schedule a proposed event if it conflicts with previously scheduled events, will conflict with church policies, or is not consistent with the mission of the parish.

**If you need to cancel a room reservation for any reason, please contact the Facilities Manager as soon as possible.**