

# *Guidelines & Policies for Room Reservations Building Use Agreement*

The St. Luke Hall Rd. Campus & Riverstone Ranch Campus, are integral parts 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. 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.

*Parish Office Hours: Monday – Thursday 9am-8:00pm and Friday 9-5:30pm.*

## *Scheduling Hierarchy*

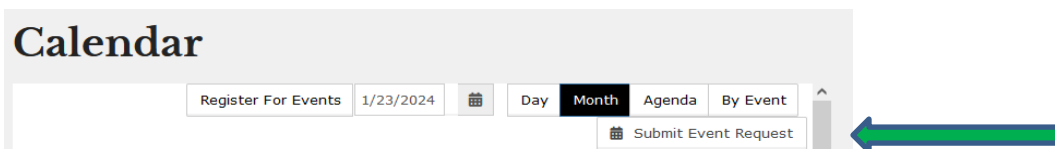
Our **Scheduling Cycle** runs June 1<sup>st</sup> – May 31<sup>st</sup>.

*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, eSpace is opened to all other ministries on April 15<sup>th</sup>. Reservations are scheduled on a **Tiered** and first come first served basis.

Some ministry, groups and organizations are assigned to a staff member, all others should go to Veronica Garza, Scheduling Coordinator to enter your events into eSpace.

## *Reserving a Room/Space*

- The "Room Reservation Form" is available online at [www.stlukesatholic.com](http://www.stlukesatholic.com):
  - Go to on the Ministries Tab *then under* Event Registration
    - Click on Room Reservation Form for Staff & Ministry Leaders
    - Click on Guidelines & Policies for Room Reservations to view the rules
- Please note the form can also be obtained at the Admin/Parish Office
- If you have access to the eSpace scheduling system, you do not need to fill out these forms.
- To schedule online, go to [www.stlukesatholic.com](http://www.stlukesatholic.com), click on Our Parish then Upcoming Events button and click on "Submit Event Request".



- **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 sent via email or in person to Veronica Garza (scheduling@stlukesatholic.com) or dropped off at the Admin 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 and conformation from both leads has been acknowledged by Scheduling Coordinator, 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.***

***In an attempt to keep costs down, please note the following scheduled times below. Please attempt to keep your meetings within these campus admission times. If your meeting/event needs to start earlier or later than the scheduled times listed, special permission is required.***

	<b>Hall Rd. Campus Mon-Fri</b>	<b>Hall Rd. Campus Sat &amp; Sun*</b>	<b>Riverstone Ranch Campus*</b>	<b>Riverstone Ranch Campus Sat &amp; Sun*</b>
<b>Earliest time event participants can enter the campus</b>	7:30 AM	<u>8 AM Sat</u> Sunday at 7AM	8:30 AM	<u>8:30 AM Sat</u>
<b>Gates/Buildings Close</b>	9:00 PM	9:00 PM <b><i>OR</i></b> <b>After the last Mass of the day.</b>	9:00 PM	9:00 PM

***Events that require staying on campus after gate closing times (9:00 PM) must have special permission. If an event/meeting/celebration needs access to either campus earlier than posted times, permission may be granted on a case by case basis. \*Scheduled with special approval only. Events at the Riverstone Campus requires permission to schedule an event.***

## General Rules

The Parish/Admin 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 (eSpace).**

- **ALCOHOL IS NOT TO BE SERVED AT ANY EVENT OR MEETING. THE ONLY EXCEPTION IS A SOCIAL HALL RENTAL (see Hall Rental below)**
- **Adult, Youth and Children's Faith Formation & Liturgical events take priority registration over non-liturgical events.**
- Do not staple, pin, or tape anything on the walls. The only exception is at the Hall Rd. Campus, Education Building Rooms and Social Hall. These rooms are equipped with wooden display strips as well as 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. Exception to this are **ONLY** the **Votive Candles approved by the Office of Worship** in the Chapel as well as the Main Sanctuary.
- Room settings must be left as how the space was received. Each group/ministry/organization is responsible for setting up their space as needed and setting the room/space back to the default setting.
- There is a projector and screen in the Social Hall. All rooms in the Education Building have flat screen TVs. All areas have wall or TV hook ups. The handheld microphone can be scheduled/reserved through the Scheduling Coordinator (during business hours) for the Hall Rd Campus Social Hall and picked up in the Parish Office. If needed, a Portable Mic can be scheduled/reserved and checked out through the Scheduling Coordinator. All additional AV equipment must be brought by the presenter or provided by the Event Contact. You may want to schedule sufficient time (days) to test the equipment prior to your event.
- After your event has finished please return the equipment (Mic) to the Parish Office. If the event is on the weekend and you are unable to return it to the Parish Office, place it in the **mounted black file holder** on the wall behind the soundboard and send the Scheduling Coordinator an email, [scheduling@stlukescatholic.com](mailto:scheduling@stlukescatholic.com) indicating that the equipment was placed in the file holder.
- At the Hall Road Campus - all trash from the Youth Room/Social Hall/kitchen must be removed and placed by the dungeon gray back door, in the wheeled receptacle, no more than 40lb.s per bag (**per Juan**).
- **Education Building-** If the event serves food and/or drinks then trash should be placed in the gray trash can on wheels by the Janitorial closet.
- Turn off any/all technology equipment (retract the projector screen if applicable), close the shades, turn off the lights and make sure all doors are closed and locked.
- All events that are scheduled at 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) will be given a code or key to gain access to the building via email.
- Please do not use rooms/spaces unless you have scheduled the use of the room/space and received your confirmation. 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 with the Front Office 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.
- **The use of the parking lots for offsite trips/events (i.e. bus trips) must be scheduled prior to the event.**

## **Safe Environment Training**

The CMG Safe Haven online training has replaced the VIRTUS training. The training consists of 3 vignette style training videos that is approximately 60 minutes and will include a criminal background check that must be completed.

These trainings are available in English and Spanish. We no longer offer live trainings. All Safe Environment trainings are only available online.

**ALL** new employees and volunteers will complete the Safe Haven online training program. The turnaround time for approval may be approximately two weeks or less.

- **ALL** individuals must complete the training and complete a background check prior to the start of employment and/or volunteer service.

Go to: <https://GalvestonHouston.CMGConnect.org>

- The 5-year anniversary date is still in place.
- As the 5-year anniversary date approaches individuals will need to take their refresher course. Please contact the following for assistance:

*Jocelyn Nuñez* at 281-481-6816 EXT 208 or [adminassist@stlukescatholic.com](mailto:adminassist@stlukescatholic.com)

*For more information, please contact:  
Jocelyn Nuñez, Parish Safe Environment Coordinator  
281-481-6816 EXT 208 or [adminassist@stlukescatholic.com](mailto:adminassist@stlukescatholic.com)*

## **Kitchen Use**

Please plan on bringing all materials needed for your event.

**Exception:** Coffee supplies are provided by the parish. Coffee, powdered cream, sugar, cups, and stir straws are available in the kitchen

- All supplies/items needed for the event should be provided by the hosting ministry/group/ organization, however, Ministries assisting a parish wide event will get assistance with materials if organized/requested when scheduling the event.
- Our Parish is attempting to use biodegradable disposable products. Although we appreciate your donations, we ask that no Styrofoam products are left on campus.
- ***Perishable items should be marked with name of group and date on each item. Labels are located on refrigerator door.***
- All refrigerated food/beverages must be removed/discarded after the event. ***Items are not to be left in the kitchen refrigerators.***
- Kitchen must be left clean and trash must be removed and placed by the back door in the wheeled receptacle. No more than 40lb.s per bag (**per Juan**).
- All trash is to be removed and tables & floors cleared of debris.
- Cleaning items are located either under the kitchen sink or in the janitorial closet located in the Preschool area. The supplies are readily stocked and available.

***\*\*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. \*\****

*Since we have been having more activities in the Hall Rd Social Hall and Kitchen, a checklist was created for ALL Ministries to use, check off and return. After you have inspected the area and completed the form, please place it in the black file holder hanging outside of the Kitchen area. If you are not using the space please put NA in the appropriate space(s); however, please be good stewards and make sure items are off and/or clean prior to your use. This way WE can ALL enjoy a clean and safe Kitchen and Social Hall.*

<b>SOCIAL HALL/KITCHEN CHECKLIST</b>					
<b>GROUP/MINISTRY:</b>	<b>DATE:</b>		<b>EVENT:</b>		
<b>Group / Contact Lead:</b> Name: _____ Number: _____ Email: _____	<b>CONDITION WHEN ENTERING</b> <i>Check one</i>		<b>CONDITION WHEN EXITING</b> <i>Check one</i>		<b>COMMENTS</b>
<b>KITCHEN</b>	<b>Clean</b>	<b>Unclean</b>	<b>NA</b>	<b>OFF</b>	
STOVE BURNERS					
STOVE GRILL					
OVENS LEFT/RIGHT					
TOP WARMER LEFT/RIGHT					
BOTTOM WARMER LEFT/RIGHT					
COMMERCIAL COFFEE POT					
MR COFFEE- COFFEE POT					
<b>GENERAL</b>	<b>Clean</b>	<b>Unclean</b>	<b>NA</b>	<b>Done</b>	
SINKS CLEANED					
COUNTERS CLEANED					
TABLES WIPED DOWN					
TRASH REMOVED					
<b>MISC.</b>			<b>NA</b>	<b>Done</b>	
SOUND SYSTEM OFF					
LIGHTS OFF / ALL DOORS LOCKED					
<b>Maintenance Issues:</b> <i>i.e. water leaks, appliances not working properly, etc.</i>					

Please return completed form to Veronica Garza, Scheduling Coordinator at the Admin Office or place in the black plastic box between social hall front doors and kitchen door.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Narthex**

Only one Ministry/Group/Organization will be scheduled to use the Narthex at a time. They will be supplied with one table and 2 chairs. The tables will be placed along the front left wall of the Narthex. Reservations will need to be made through the Scheduling Coordinator.

**Advertising and Promotion Policy**

All advertising and promotional publications must be submitted to [Media@stlukescatholic.com](mailto:Media@stlukescatholic.com) in a timely manner and must be approved by the Administrative Office. Please do not publicize prior to getting approval or notification that the flyer/announcement has been approved. Please send Mass Announcements to the Office of Worship (Erika Alvarez) at [Worship1@stlukescatholic.com](mailto:Worship1@stlukescatholic.com).no later than the Thursday prior to the weekend of said announcement.

**Accounts Policy**

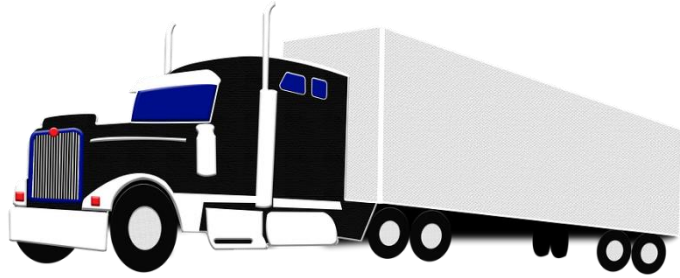
No accounts can be opened in our parish name without prior consent and approval of the business manager. This includes, but not limited to store accounts, **social media accounts** and program accounts. If approval is obtained from business manager, the URL and account login credentials must be given to the Business Manager in a timely manner.

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

Deliveries (especially large deliveries and all perishable items) made to our campuses 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



## ***Events Needing Special Approval***

- Any gambling events such as **bingo, raffle and/or event serving alcohol** must be approved by the Business Manager prior to requesting a room reservation.
- Any event held off site (not on campus) that is connected to St. Luke the Evangelist must have special approval from the Scheduling Coordinator. **All off site events must be scheduled in the eSpace system.**
- **Transportation-Bus Chartering.** In the event that a Bus needs to be chartered for transporting parishioners to an event i.e. ACTS Retreats, Youth Activities, etc. please contact the Bookkeeper-JoEllen Baker at 281-481-6816.

## ***Hall Rental***

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

### ***Renting the Social Hall at St. Luke the Evangelist***

Please note the following guidelines to renting the Social Hall.

- The event must be associated with a liturgical event (Sacrament: i.e. Baptism, First Communion, Wedding or Significant Milestone Birthday/Anniversary 50th, 80th).
  - The hall can only be rented if the church is available to do the blessing/Mass **and** hall is available to hold reception after the Mass.
  - The person receiving the blessing or Sacrament, the person in which the event is being held, must be an active registered parishioner. Hall will not be rented to extended family and/or friends.
- The Social Hall Max is 200 (no chairs/chairs only) or 160 (with tables and chairs).
- Please note that you will be signing a contract with the Archdiocese of Galveston-Houston.
  - Social Hall rental contracts are reviewed and signed with the Business Manager.
    - Event Insurance must be signed and submitted to the archdiocese minimal **15 days prior to the event.**
    - All requests/arrangements must be made directly through the Business Manager. People are not allowed to go to other staff members and/or ministry/group leads to make arrangements for the event.

- Only items specified in the contract will be honored. No arrangements can be made verbally, everything must be included in the contract.
  - Changes to the event must be noted in the contract.
  - The event cannot use the facilities if not specified in the contract.
  - The event cannot use the facilities prior or after their contracted time. Additional fees will be assessed if event does not work/stay within time allotted in the contract.
- **No BYOB allowed.**
- Officer(s) will be obtained by the Business Manager. Event requestor cannot hire/acquire the officer(s).
- Alcohol is not allowed at any Quinceañera/Sweet 16 celebrations or Baptisms.
- Events will not be scheduled more than two years out.

## **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 Parish Office and report any maintenance issues. We need your help in keeping our campuses in working order.

## **Cleaning Supplies**

Cleaning supplies and materials are in cleaning closets throughout the Main Campus (locations listed below).

## Closets - Cleaning Supplies

Cleaning Supplies Closets are located throughout the campus for emergency clean ups and for cleaning up after an event. There is a Cleaning Supplies closet located in each building.



**Education Building—#2 Cleaning Supplies Closet**  
Located between the Women's & Men's Bathrooms



**Social Hall—#3 Cleaning Supplies Closet**  
Pre-School Area same wall as the TV

The Main Sanctuary Closet is located in the Narthex tucked in on the right side of the Main Sanctuary (wooden) doors.

All Closets will be kept unlocked for easy access. Please help us keep these closets organized and clean. Help us keep supplies where they belong by returning them to their designated closets. All closets have been supplied with extra trash bags, cleaning supplies, wet floor signs, mops, and broom & dust pan.



Please note, materials have been labeled with the number of the closet that they belong to.



Mops are color coded and are only to be used for their designated purpose/area.  
Since the closets will be left unlocked please make sure that all chemicals are returned/stored off of the floor and out of reach of children.

Thank you for your cooperation.

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

