

St. Ann Facilities Use Guidelines

In a continuing effort to help keep St. Ann Facilities clean the below is our Facilities Use Guidelines. When a department/ministry reserves a room they are taking responsibility for that room and everything in it. We ask that things be left in as good or better shape than you found it.

Adverse Weather

St. Ann follows Coppell ISD's school closing.

- An email in the event of Church Closure will be sent to Ministries. Check for closure updates on the St. Ann website or on Facebook if activities at the parish have been cancelled due to weather.

Alarms/Power Outage

Alarms

- In the event that alarms start going off in the buildings during your event please immediately do the following:
 1. **Grab all your items and EXIT the buildings as quickly as possible and wait on further instructions from either maintenance or Staff onsite.**
 - When building alarms are activated all doors automatically lock until the alarm has been deactivated.
 2. **Call Maintenance immediately if alarms have started going off:**
 - Jose Ramirez at 972-523-2837

Power Outage

- In the event that the power outage happens during your event please immediately do the following:
 1. **Call Maintenance to alert them of power outage: Jose Ramirez at 972-523-2837**
 2. If the **electricity does not come back on within 15 minutes** please cancel your meeting and leave the building.
 3. Meetings can always be rescheduled. Safety for all is the utmost importance staying past the 15 minutes would put yourself and others at risk.
 - Please do not move chairs into the hallway to continue to meet due to the hallway emergency light being on.
 - Please do not take chairs out to the parking lot to continue to meet.
 - Please follow any St. Ann Staff Members instructions when asked to vacate the buildings. These instructions are generally from the Pastor.

A/V Equipment/I.T.

- Most rooms have a/v accessibility that is already embedded within the room such as a DVD player, flat screen TV, and/or cord connections for laptop for display.
- There are specific rooms that require a temp badge to access such as A/V rooms/
 - Ex. Assembly Room, Cenacle, Assisi Hall(499) or Church (sacristy would be needed to be on temp badge to turn Church lights on)
 1. Those unfamiliar or would like a refresher on how to use the A/V equipment, trainings are available upon request. Any special requests (internet access, projector setup in Church, etc) need to be scheduled in advance with our I.T. Manager 972-304-8545 ext. 1126

Banners

Anything that can be seen from Sandy Lake and Samuel Blvd needs a Coppell City Permit.

- There is 1 location that a Banner can be placed: [Corner of Samuel and Sandy Lake]
 1. Process:
 1. Submit dates to be checked for availability within the Parish Calendar
 - a. Please submit template of banner.
 2. Ministry Lead must Attain Coppell City Permit after dates are confirmed scheduled
 - a. Permit Details:
 - i. Need to complete an application @ Coppell City Hall or online
 - ii. \$25 for 15 days [Coppell only allows 15 days up and 14 days off]
 - iii. Cannot be any larger than 40 sq feet – 972-304-3500
 3. Once permit has been issued, please bring copy and banner to Parish Office a few days prior so Maintenance can assist and place in the banner holder.
 4. St. Ann Corner Banner Size Dimensions: 4ft x 8ft

Candles

- Please do not use real candles due to them being a fire hazard. Battery operated candles are able to be used.

Cancellations

If a scheduled event needs to be cancelled it is the responsibility of the Department Head/Ministry Lead to notify the Scheduling Coordinator via call or email as soon as there is a change to scheduling@stannparish.org or text 833-767-9727.

- **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 schedule the room out to another ministry
 - 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.

Childcare

- You will need to reach out to both the scheduling and the nursery scheduling coordinators.
 - The scheduling coordinator will only reserve the nursery room for a/c purposes
 - Nursery scheduler will be the one that schedules the caregivers for childcare.
 - All ministries will need to provide a final headcount 72 hours prior.
 - For Non-Parish Based ministries a final headcount and funds for childcare need to be submitted to Parish Office 72hrs prior to the event. To schedule caregivers please call 972-304-8545 ext. 1908

Crockpots/Coffee Maker/Slow Cookers Use in Rooms

The power outlets wattage in rooms can handle one appliance but not multiples appliances on one outlet. If an appliance such as a crock pot or coffee maker is wanting to be plugged in, both appliances need to be plugged into separate outlets. If there is a/v equipment already plugged into an outlet please do not unplug to plug in an appliance.

****Please do not plug in multiple appliances into one outlet. It will overload the circuit causing the room to lose power****

Facility Hours

Facilities are available to schedule between **7:00am-9:30pm**. Any use outside these hours must be approved. 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 meetings are able to continue or be scheduled.

Process:

1. When scheduling please indicate that your event would like to be scheduled outside the available hours to be submitted for approval.
2. If approval is given by the Pastor, Director of Operations, & Facility Manager the Department Staff/Ministry Lead will be reached out to by the scheduling coordinator with instructions.

Food & Drink in Rooms

Carpet flooring in rooms, food and drink are NOT allowed

Concrete/Wood/Laminate/Tile flooring in rooms, food and drink are allowed

Hallway Courtesy

We ask that you please be aware and courteous to your neighbor when moving through the halls or meeting next door to another group. We sometimes get loud without realizing the impact it has on our neighbors who are having their own meetings.

Marketing Requests

After your event has been approved with the Scheduling Department and receive an Event ID your next steps are as follows:

1. If you would like to have a registration sign up page created for your event please go to the following link and fill out the information requested at www.stannparish.org/scheduling
 - a. If Step #1 is NOT APPLICABLE please proceed to step #2
 - i. This is for creating a link for anything offsite or not needing a room that needs a headcount/money charges for purchase of items.
2. If you would like to promote your event you will need your Event ID #, please fill out the online form found at www.stannparish.org/marketingrequest

Room Cabinets

- Please do not store items such as drinks, cups/plates, food, papers, books, etc... in room cabinets. They are not meant for storing purposes. The cabinets will be cleared out if there are items left in cabinets.

Kitchen Use

- Cleanliness and sanitation of all the kitchen areas is of highest importance. The kitchen areas are used by multiple ministries weekly.
 - We are asking for your individual help to preserve the resources that are available for the Staff, Ministries, & Volunteers to use as well as, keeping small unwanted guests from making St. Ann their home. If your group schedules any onsite kitchen, it is the responsibility of the group to ensure that the kitchen is left cleaned.
- **Assembly, Assisi Hall (499) & Cenacle Kitchens** need to be scheduled in advance.
 - In the event that a group schedule one of the kitchens and it was left unclean, please take pictures of the condition it was left in and email them to scheduling@stannparish.org
- **Small St. Ann Center prep kitchen** is open to all ministries to use as long as items are labeled with date placed and date those items will be removed.
- All counters and surfaces in all kitchens should be left clutter free with no items or supplies left so the next group is able to use them without any difficulty.

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 submitted 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 but majority of rooms have round tables and chairs.

- Ministries 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.

Room Setup Request

There are certain rooms that setup requests can be submitted. Ex. Assembly Room, Cenacle, & Assisi Hall (499).

- If an event is scheduled during the weekend for a department or ministry room set up assistance may be available if the room is available Friday.
 - If the room is not available on Friday, then the departments or ministries are in charge of setting up their specific setup needed for their event. After each event the groups are in charge of putting the room back to standard setup unless other arrangements have been made with the scheduler.
- Process:
 - Submit a room setup request 1-2 weeks prior to the event.
 - We understand if a room setup request may have been accidentally not submitted but in the event this is the case Maintenance will let you know if it is possible or not depending on schedule.

Scheduling Form

To reserve rooms please fill out the online scheduling forms under the Scheduling Section in the link below. There are 2 options for scheduling. One is a request for Zoom and the other is a request for Onsite Meetings. Fill out either online form and submit. Online forms can be found at www.stannparish.org/mlr

Signage Holder Request

There are 5 metal sign holders on site. Signs with metal legs are not able to be placed on St. Ann grounds.

- Process:
 1. Check with scheduling to see if there is any date availability for sign holders.
 2. Signs that have not been approved will need a template submitted for approval to Marketing & Scheduling
 - Signs shall be 18" high by 24" wide to allow two signs to be displayed on any weekend.
 - Verbiage shall be horizontal on the widest direction.
 - The ministry or department that requests the signs and banners will be responsible for placing and removing their signs.

ROOM DO'S

Event Room Clean Up

- Please straighten chairs & put back tables if moved
- Please wipe down all tables and surfaces
- Please return room back to room standard setup if changed during the meeting
- 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.
- Please do not plug in coffee makers or crock pots. Will blow a fuse in rooms.
- Please do not unplug any a/v or electronics.

Room Checklist before departing

- ✓ Is all a/v equipment turned off in the room?
 - Projector/TV Screens
 - Microphones/Dvd Player
- ✓ Is all a/v equipment in designated areas?
- ✓ Are the lights turned off?
- ✓ Are the doors locked and completely shut behind you?
- ✓ Spills on tables, chairs and floors wiped off?
- ✓ Trash Removed and placed in outside trash bins?
- ✓ Report anything not working items to Parish Scheduler

Kitchen Checklist before departing the room

- ✓ Are Stoves turned off?
- ✓ Spills on counter tops and floors wiped off?
- ✓ All food packed and taken out of kitchen?
- ✓ Floors Swept?
- ✓ Lights Off?
- ✓ Trash Removed and placed in outside trash bins especially if it contains food?

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

text or call [833-767-9727](tel:833-767-9727) or email the issue to scheduling@stannparish.org

If there is no immediate answer when calling please

leave a brief detailed message with the following

[Name, Ministry, Issue, & Call Back Number]

and we will do our best to fix the issue in a timely manner.

STAFF CONTACT INFORMATION:

Scheduling Department:

Rachel Kollhoff
problems)

Direct Line: 833-767-9727

(Text or Call about Doors & A/C

Maintenance Department:

Jose Rameriz
Only)

Direct Line: 972-523-2837

(Call for General Maintenance Issues

General Maintenance to include: Power Outages, Electrical, or Plumbing

I.T Department:

Jeffrey Ketterer

Direct Line: 972-304-8545 ext. 1126

(Call about A/V or Electronic problems)