

# PARISH CALENDAR GUIDELINES

Please note that when scheduling events, priority will be given to:

1. Parish events and liturgical celebration (i.e. Advent/Lent Missions and Penance Service, Masses, etc.)
2. Office of faith formation classes
3. All other ministries on a first come, first serve basis

Also, please note that changes may occur in the parish schedule, so all dates are subject to change.

- Calendar request forms and Parish Calendar Guidelines can be picked up from the front office.  
**Each group or ministry is responsible for checking the parish calendar to check room/space availability.** You may view the calendar at our Parish Website: [www.holyinnocentsvictorville.org](http://www.holyinnocentsvictorville.org).
- Complete the Facilities Reservation Form and return it to the front office (you may print requested dates and times on a separate sheet of paper). All calendar requests must be made at least one month in advance to allow for approval and input.  
**Submitting a request form does not guarantee approval even if the date and time is available on the calendar.**
  - **NO SCHEDULING CAN OR WILL BE DONE WITHOUT PASTOR'S APPROVAL.**
- A request for a facility is not confirmed until the individual requesting the meeting, etc. receives confirmation from the Parish Office by calendar printout or call.
- If you anticipate needing keys and the alarm code you should contact the Facilities Manager at **ext. 3016**.
- If you are submitting a request for a **meeting** (example: groups or ministries that meet on a regular basis, training sessions using the church) or **event** (example: retreats, festivals, food sales, etc.).
- **Masses, Sacraments, Religious Education and Youth Ministry have priority over all other calendar requests.** Calendar requests can be submitted for June of this year to May of next year. All requests beyond May of next year may be submitted after June of this year.
- **Each event is marked with event times and the location the event is happening in parenthesis. The following letters/abbreviations are used to indicate room names:**

<b>(AA)= the Archangel classrooms</b> (if only one room is being used it will be indicated by the Saints name ex:		
<b>St. Raphael</b>	<b>St. Michael</b>	<b>St. Gabriel</b>
<b>(AA-R)</b> = Archangel classroom- St. Raphael	<b>(AA-M)</b> = Archangel classroom- St. Michael	<b>(AA-G)</b> = Archangel classroom- St. Gabriel
<b>(P/P)</b> = Peter and Paul classroom	<b>(CY)</b> = Court yard	<b>(K)</b> = Kitchen
<b>(M/M)</b> = Matthew and Mark classrooms	<b>(L/J)</b> = Luke and John classrooms	<b>(PL)</b> = Parking lot
<b>(SWE1)</b> = South Wing Exit (M/M Hallway)	<b>(SWE2)</b> = South Wing Exit (L/J Hallway)	<b>(BW)</b> = Breezeway
<b>(AV)</b> =Audio and Visual Requested	<b>(EX)</b> = all Exits <b>(C)</b> = Church	<b>(N)</b> = Narthex

- Calendar request forms MUST be completed for each reservation (reoccurring dates can be put on the same form), no exceptions will be made.
- ALL requests are subject to Pastor's approval. If the day, time or rooms you request are not available due to conflicting calendar requests we will try to schedule your event in the next available space. When your request is approved or denied and entered on the master calendar, you will be notified by phone (you may also check the parish calendar for updated events)
- Fundraising events are generally limited to one event/group per day unless the item(s) being sold do not conflict with each other (example: donut and books do not conflict with each other)
- After completing the forms please return to the Parish Office. Forms can be faxed to 760-955-3010 or e-mailed to [holyinnocentsvictorv@sbdiocese.org](mailto:holyinnocentsvictorv@sbdiocese.org)

# Holy Innocents Catholic Church

## Facility Usage and Scheduling Parish Policy

### Usage of parish facilities

All parish organizations can use the facilities for their meetings, activities and events. Limited audio visual equipment is available upon advanced request with Pastor's approval (must fill out an audio visual request form).

Each organization is responsible for setting up prior to the events and cleaning up afterward. When your meeting is done it is your responsibility to leave the room ready for the next meeting.

- Remove all decorations.
- Sweep floors if necessary and empty trash to outside receptacle.
- Clean, stack and put away tables and chairs.
- Check all doors, lock up, set alarm code and return key if necessary to Facilities Manager.

Many parish groups use the kitchen area for food preparation and food sales and storage is limited. It is important that each group is considerate of others. Specifically this means that no group or individual can store large amounts of food in the freezer for extended periods of time. Food must be stored in sealed containers and should have the name and date when the items will be used. Food items will be removed 24 after event takes place. Be sure to follow the Kitchen Guidelines posted in the kitchen (forms are available in the Kitchen, Front Office or you may contact Jim Belcher at ext. 3016 for a copy).

### Scheduling an activity or event

**Priorities** - With the great variety of events and activities and the limited facilities at Holy Innocents, it is necessary to establish priorities in scheduling events and activities.

- The celebration of Eucharist and other sacraments take precedence over all other activities. This includes the usage of all classrooms e.g. Church & Archangel Classrooms for gathering beforehand and afterward.
- The second level of priority is for educational and formation programs for children and adults. This includes activities under the Faith Formation program (sacramental preparation, children, youth and adult formation groups.)

## Using Parish Facilities

### 1. Keys

You are responsible for making arrangements to pick up a key during regular business hours from Parish Maintenance prior to your scheduled event (for ongoing events you may get assigned a key with Pastors approval). Regular business hours are 8:00 a.m. until 1 p.m. Monday & Friday and 8:00 a.m. until 4 p.m., Tuesday thru Thursday (summer hours are 8am-1pm). Please return key to the Facilities Manager immediately following your event.

### 2. Set-Up and Clean-up

You are responsible for all set-up and clean-up arrangements. This includes tables, chairs, decorations, etc.

### 3. Special Equipment

You are responsible for making arrangements for the pick-up and return of special equipment such as TV, VCR, microphones, audio-visual equipment ahead of time. Please indicate special equipment needs on the facility reservation form. **Audio Visual Request:** For special events and required technician an Audio Visual Request form must be filled out.

### 4. Special Events

There will be a \$150 facility use fee for any private ministry activity/event. **Reservations** for these events should be made as far in advance as possible and it's based on a first-come, first-serve basis and priority will be given to those whom reserve early in advance and pay the special event fee (Pastor approval is required.) The leader of the event needs to ensure that the church and any equipment used is returned to a clean and orderly state.

### 5. Supplies

Please see General Supply Request Form.