



Procedures and “How-to” Information for *Church of the Gesu* Organizations (August 2016)

Thank you for your willingness to serve the Gesu community by taking on a leadership role in your group. This information covers the basics of how to get things done around Gesu. We hope it makes your job at least a little bit easier. Please remember to reserve your meeting dates/spaces by August of each year.

Parish Office Information

2470 Miramar Boulevard, University Heights, OH 44118

Phone: 216-932-0617

Fax: 216-932-0731

E-mail: gesucleveland@churchofthegesu.org

Website: www.churchofthegesu.org

The Parish Office staff is available:

Monday–Friday: 9:00 AM–5:00 PM

Evenings and weekends the Parish Office is open and staffed by a Receptionist:

Monday – Thursday: 5:00 PM–9:00 PM,

Friday: 5:00–7:00 PM,

Saturday: 9:00 AM–6:00 PM,

Sunday: 9:00 AM–5:00 PM

Please see our Website or Parish Bulletin for Christmas, Easter, and Summer hour changes.

Reserving the Use of Church, Pastoral Center, or School Facility Space

If your group is planning a meeting or function to be held at Gesu, you **MUST** reserve the facility space as follows:

- **Church and Marian Chapel:** Must be reserved by contacting the Parish Office with your request. Once it is approved by a Pastoral Staff member, the reservation will be recorded in the Church/Chapel reservation book and posted on the parish website calendar.
- **McAuley Hall, Server’s Sacristy, Usher’s Room, Pastoral Center Conference Rooms:** Forms are available on the Parish Website, www.churchofthegesu.org/calendar and at the Parish Office to reserve the facility space needed. After your date is submitted, you will receive confirmation by the Parish Office staff. Please try to plan your event/meeting in advance to ensure the availability of the space required.

- **School Family Center and Bulldog Gym:** *Request to Use Family Center and/or Bulldog Gym* form (available on Parish Website under *Policies and Procedures* or at Parish Office) must be submitted as follows for initial approval:

School Event: Principal's Office

Parish Event: Director of Finance & Operations – Parish Office

Athletic Event: Athletic Director

*The Athletic Director must give **final approval** for use of the Family Center or Bulldog Gym. After approval, reserve the space through www.churchofthegesu.org/calendar.*

- **School Cafeteria:** Permission must be given by Principal. After approval, reserve the space through www.churchofthegesu.org/calendar.

If you are holding an event off-site, we ask that your event be posted on the Parish Calendar to avoid any conflicts with other events. Please inform our staff by completing the form on our parish website www.churchofthegesu.org/calendar or by filling out a paper copy of the form located at the Parish Office.

General Guidelines for Use of Gesu Facility Space

Please note:

- *Personal use of Gesu facilities is not permitted*
- *No smoking is allowed on Gesu property.*

Madonna della Strada Pastoral Center and McAuley Hall

Parish and school organizations are welcome to use the meeting facilities in the parish. In an effort to be good stewards of these resources, please keep the following in mind:

- Please give the Maintenance Department a written description and diagram of the set-up (form is located on Parish Website under *Policies and Procedures* and in the Parish Office). Please give at least 5 days notice before the event/meeting. Their mailbox is located in the Parish Office.
- The key to McAuley Hall & Server's Sacristy must be signed out from the Parish Office. Please return the key as soon as you have used it to unlock the room.
- **Do not unplug any equipment.** There are directions for the use of the computers, etc. in each room. If you need to use this equipment and are not sure of how to use it, please plan to meet with our technology coordinator sometime before your meeting.
- Please return any furniture you move back to its original place before you leave.
- Please plan for clean-up time at the end of your event/meeting. There are supplies in each room or kitchen for wiping down the tables, cleaning the floor, etc. **Please leave the tables and floors clean for the next group.**

- Groups involving children should use the Sacred Heart Room, Dietz Room, or McAuley Hall. If those rooms are not available, the school cafeteria may be used if it is available (with the permission of the Principal).
- Children should not be unattended anywhere in the building, including the hallways, and should be supervised when they use the restrooms. The Pastoral Staff meets with parishioners all day and into the evening in the Pastoral Center, so being as quiet as possible in the hallways, etc. is very important.
- If using the kitchen or kitchenette, coffee pots, and utensils are to be cleaned. *Do not dispose of coffee grounds in the sink.* **Be sure to turn off coffee pots and the stove.**
- Supplies are stored in the Multi-Purpose Room located in the Church basement. Please be sure to return any articles for storage to their proper place. Items should be kept in marked bins and on the shelving. Nothing should be left on the floor. If paper products, cups, plastic utensils, napkins, etc. are used and the supply is running low, please make note of it on the inventory list in the storage area or by contacting the Hospitality Committee.
- **Please do not leave any food items in the Multi-Purpose Room. Items left in the refrigerator in the McAuley Hall kitchen or on the counter of the kitchen, should be clearly marked with your group's name or disposed of in a timely manner.**
- No tape, pins, tacks, or hangings are permitted on any wall, ceiling, windows or shades.
- Parish Office Mailboxes – Pastoral Council, Commissions, and many of the larger parish organizations have mailboxes in the Pastoral Center, just inside the door. You may use these mailboxes to distribute information to other parish groups or staff members.
- Please see the parish website for further information regarding *Policies and Procedures*.