

2017 Building Usage Policy for SSJP Ministries

Scheduling: Contact Betsy at 724-935-2104 x234 for all scheduling requests

- First time events and meetings over 20 people or recurring meetings requiring set-up, please submit ***Request for Space Usage Form*** (click here to download).
- Designate one contact person from your ministry per event.
- Events and meetings over 20 people require at least one month advance notice.
- Events involving significant marketing, set up, etc. may require additional notice.
- 24 hours advance courtesy notice is requested for classroom usage.
- Notice of cancellations is appreciated as soon as possible.
- Scheduling is available up to six months in advance.
- Buildings are generally locked at 9:00 PM.
- Faith Formation and Parish sponsored events will be given priority which means you may be asked to change arrangements.

2017 Marketing Policy for SSJP Ministries

Bulletin Notices: Contact **Lee** at 724-935-2104 x 239 or lherold@stsjohnandpaul.org

- Parish wide e-blast information due by the 20th of the month.
- Bulletin announcements due by Friday. (8 days before the requested Sunday). Holiday schedules may vary.
- All bulletin inserts are first come, first serve – contact Lee for availability.

Website/Narthex Screen: Contact **Lee** at 724-935-2104 x 239 or lherold@stsjohnandpaul.org

- Contact Lee for availability and details.

Videos: Contact **Lee** at 724-935-2104 x 239 or lherold@stsjohnandpaul.org

- Subject to Fr. Mac's approval.

First Page Announcements: Contact **Betsy** at 724-935-2104 x 234 or bshulkosky@stsjohnandpaul.org

- Mass announcements (no longer delivered at Mass, but noted in front page of bulletin) due by Tuesday. (5 days before the requested Sunday). Holiday schedules may vary. Space is limited.

2017 Babysitting Policy for SSJP Ministries

Babysitting: Contact **Bonnie** at 724-935-2104 x 230 or bdollin@stsjohndpaul.org

- Babysitting for events is subject to Fr. Mac's approved on a case by case basis.
- The following wording must be included in all marketing for events in which babysitting has been approved:
 - Babysitting is available for this event with an advance reservation. Space is limited. Please email Bonnie Dollin at bdollin@stsjohndpaul.org by _____.