



## ROOM USAGE RULES

St. Mary of the Hills enjoys hosting many Church related events and functions throughout the year. In order to keep the building in working order and to get the maximum use of our space we ask all groups holding a meeting in our building to follow the same set of rules. In order to keep your group/event on the present calendar we ask that you acknowledge these rules by checking the box on the **Calendar Request Form**. Please also retain a copy for your records.

1. All meetings are subject to room moves. For the most part we accommodate all room requests, but on occasion of events that come up at the last minute (i.e. funerals, other church functions), or if an event has a greater need for specific space we might have to move you out of your requested room space. Understanding this rule is key to getting maximum use of our building. (If a room change needs to be made, we will make every effort to notify you in advance of this change.)
2. Meeting **Setup and Supplies Form** must be handed in **two weeks** prior to event in order to secure space & time accurately. Failure to do so CAN result in your meeting being cancelled.
3. Please leave rooms that are used in good shape. If you put decorations up-take them down. Please do not use anything that will leave the building damaged-i.e. tape on walls, stickers or tape on flooring, etc.
4. St. Mary of the Hills **does NOT allow helium balloons** in the Gymnasium. We don't allow them because if/when they are let go they are unreachable. Upon their descent they set off our alarm system, which in turn leads to escalating fines from the city of Rochester Hills.
5. TV/VCRs are available upon request. Please respect all items as if they are your own. If TV/VCR is damaged, please report to office so that we can repair before they are needed again. This courtesy is greatly appreciated.
6. Coffee set-ups are available upon request. This must be done in advance on the **Setup and Supplies Form**.
7. Please respect the time that you are assigned to on the calendar. If your meeting always runs long, call the office to reserve the room for the entire needed timeslot. If you need time for meeting set-up or clean up, please include this information on your request form.
8. Whoever has been scheduled on the St. Mary of the Hills calendar has priority in that specific room. If you want a room, but are scheduled in another room-you **MUST** use the room you are scheduled in. Take up any conflicts with scheduling with the parish office.
9. St. Mary of the Hills allows the use of the building on date(s) that are reserved on the calendar. All days and times **MUST** be scheduled with the parish office to assure availability.
10. St. Mary of the Hills will reevaluate space availability on a regular basis. If at anytime the Church deems its space is unavailable for your group for future usage, it will let you know. Notification will allow you sixty days to find alternative meeting space.

Thank you for your continued cooperation-St. Mary of the Hills Staff