

# **St. Francis of Assisi Parish**

## **Guidelines for Requesting Resource Area Space**

### Overview

The gathering space resource area (resource racks, bulletin board, resource tables) exists to welcome newcomers, as well as to offer information that will help both parishioners and guests pray, serve, and grow in faith.

### Review and Timing

Submitted materials are reviewed between the 1<sup>st</sup> – 5<sup>th</sup> of each month by members of the Gathering Space Resource Committee, which consists of parish staff representing the Parish Office, Adult Faith Office, Religious Education Office, Newcomers Office, and Music & Liturgy Office. Outdated materials will also be removed during this timeframe.

### Priorities

1. Parish offerings and ministries will receive top priority for posting and placement in the resource area. Items which support the pillars of welcome, pray, serve and grow in faith will receive priority.
2. Non-parish materials that support the Catholic faith will receive priority over other faith related materials.
3. Community events, job postings and other non-faith related materials will not usually be accepted.

### Space and Sizing

Materials may be accepted or rejected based on size and available space. Flyers and posters sized 11x17 or smaller may receive preference for posting on the bulletin board.

### Requesting Process

1. Submit item for review to Gathering Space Resource Committee by dropping off to Parish Office no later than the last day of the month. Include:
  - a. Organization/group name
  - b. Contact person name, phone, and email address
  - c. Requested start date
  - d. Requested end date
2. The Committee meets between the 1<sup>st</sup>-5<sup>th</sup> of each month to review items submitted and determine appropriate category for placement or posting, if approved.
3. A Committee member will let the requestor know:
  - a. If items have been approved or not
  - b. When items will be added and removed
4. Approved items are stamped, dated and placed in appropriate location. Items not approved will be discarded.
5. The Committee is responsible for monthly review of items and contacting requesting group about restocking, if appropriate.

*(see back for request form)*

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Gathering Space Request Form

Item Title: \_\_\_\_\_

Description and Size: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Organization/Group: \_\_\_\_\_

Contact Information

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Requested start date: \_\_\_\_\_

Requested end date: \_\_\_\_\_

Comments: \_\_\_\_\_

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