



Holding a Meeting or Event at St. Simon Parish Facility Use and Instructions

Planning a Meeting or Event

- Meetings and events, including outside activities, must not conflict with Mass times. Facilities cannot be booked until after 12:30 p.m. on Sundays and should end before 4:30 p.m. On Saturdays facilities cannot be booked during 5:00 pm Mass.

Reserving a Facility (<https://stsimon.church/about-2/facility-forms/>)

- All facilities, rooms, or areas, inside and outside, are to be booked **at least 1 week in advance** through the Office Manager in the Rectory office at 650-880-1422, dmohammadi@stsimon.org. Requests for facility use should include the group name, desired date(s), start and end time, the desired facility, and requestor phone number. Please use the Facilities Booking Request Form available on the Parish website.
- If the facility is available, you will receive an email confirmation.
- If you need any set up (tables, chairs) you must submit a Set Up Request Form (available on the Parish website) at least 10 days in advance. Indicate if you need a kitchen and its permanent supplies (trays, dishes, serving spoons, ice, etc.)

If you requested the Church

- If you need audio (mics) or video please request AV/Tech assistance at least 10 days in advance. Email stsimonav@stsimon.org.

If you are using the Church Tablecloths

- Make sure you specifically ask for tablecloths on your Set Up Request Form.
- After your event, take home and launder the tablecloths and return to the Rectory on hangers.

If you are using the Kitchens

- Make sure you specifically ask for a kitchen in your Set Up Request Form.
- You may use the Church's supply of compostable paper products. Make sure your guests dispose of them in the green Organics bin.
- If you use the kitchen's permanent supplies (dishes) you will need to schedule a dishwasher lesson prior to.
- If you need to use the stove/ovens, indicate this on your Set Up Request so these will be unlocked for you.
- You may bring in your food ahead of time IF YOU SCHEDULE THIS and label all with your event.
- All food and beverages must be cleared out by your End Time.
- The kitchen should be cleaned when you leave. And all items washed and dried, and returned to their proper locations. Counters cleaned, floor swept and mopped if needed.

After your Meeting or Event

- You should leave the room(s) as you found them.
- All belongings, decorations, food, etc. must be cleared out by your End Time.
- Tables and counters should be wiped down and floors swept or vacuumed.
- All garbage, recyclables, and organics should be taken out to the appropriate dumpsters.
- When leaving, lights should be turned off, windows and doors closed and locked.
- Drop any borrowed keys in the Rectory Mail Slot at your End Time.

Thank you and we hope you have a great event!