



Gathering Space Policy for St. Maximilian Kolbe Parish

1. The literature racks, Outreach Kiosk, vocations table, etc. are for official parish usage only. The monitoring of these areas is the responsibility of the Pastoral Team. If you would like to include your ministry's materials in the literature racks or utilize the other furniture, please contact the appropriate member of the Pastoral Team. Unapproved materials may be discarded without notice.
2. Use of the Gathering Space for special events, fundraisers, activity signups, etc. should be secured as soon as you know you need it. Contact the facility scheduler to reserve the space. Please be aware of the following details regarding weekend usage of the Gathering Space:
 - a. There is space for 1 ministry/organization, with one 4' table.
 - b. Normally, Outreach activity takes place at the Outreach Kiosk, and is coordinated through the Pastoral Associate for Outreach. If an Outreach ministry or activity requires more space, they can request one of the table spaces.
3. Our Gathering Space is not available to "outside" organizations without prior approval of, and at the discretion of, the pastoral team.
4. All religious materials or pamphlets for sale or distribution must be reviewed and approved in advance by a member of the pastoral team.
5. Distribution of political materials is strictly prohibited.
6. Nothing is to be taped or adhered to the doors, windows, floors and/or walls in the Gathering Space (or any of our campus buildings) without the express permission of the facilities staff.
7. To publicize your event on the Gathering Space TVs, please contact the Pastoral Associate for Communications.
8. For all physical arrangements such as tables, easels, etc., contact the Pastoral Associate for Facilities Management and Maintenance at least one week prior.