

St. Ann's Church Lobby Reservation and Use

St. Ann's Church Lobby areas are parish family spaces for welcoming, information sharing, and activities associated with parish ministries and events.

St. Ann's Parish organizations (church and School) that want to use the lobby after Masses must schedule their time and place through the Church Lobby Reservation Calendar.

Procedure

1. Check the availability of lobby space on the Church Lobby Reservation Calendar at <http://www.churchstann.org/lobby-reservation>.

2. Please reserve your space as soon as possible to avoid disappointments, and allow time for working out any issues. **Groups are encouraged to make a reservation at least 10 days prior to your requested use date.** Email the webmaster (Bill Sullivan) at stannwebmaster@gmail.com with your name, group name, weekend date(s), Mass times, and location for which you are requesting lobby space. The webmaster will reserve your space on the Lobby Reservation Calendar, and send you a confirming email, or contact you to address any issues.

**** Please do not contact the rectory, pastor, or other parish clergy about lobby space reservations.**

Guidelines for Use

- A maximum of 3 spaces are available inside the Main Lobby – all at the Information Desk.
- The spaces are Positions D1, D2, and D3 as shown in the photo below. The spaces are labeled on the inside of the Information Desk.
 - Position D1 uses the entrance side flap and is reserved for SCRIP Gift Card pickup and orders, and other parish information.
 - Positions D2 and D3 share the remainder of the counter space directly behind the Donation Item Collection Bins.
 - The space next to Position 3 at the opposite flap door is reserved for a food collection cart.
- A group may reserve the space on the sidewalk outside the main church entrance ("Outside" Position).
- Small stand-up displays can be placed on the Information Desk countertop.
- Event advertisements can be displayed on the e-Board TV Monitor in the lobby.
- To ensure safety, ADA compliance, and easy walking in and out of the lobby:
 - No easels or other displays are permitted on the floor or walls of the Lobby;
 - No tables can be set up in the Lobby;
 - Do not place any items at the entrance to the Accessible Restroom for any reason.

