

ST. STEPHEN R.C. CHURCH  
2100 Baseline Rd Grand Island, NY 14072

It seems hard to believe but it is already time to begin scheduling for the 2025-2026 Parish Calendar Year. We encourage all of our organizations to utilize our beautiful facility. You are permitted to use the facility based on a reserved status. You must have the facility reserved in order to use it. This System should avoid any scheduling conflicts. PLEASE KEEP THESE GUIDELINES so you can refer to them when needed during the year.

General Guidelines for Facility Usage

- SUBMISSION OF CALENDAR REQUESTS/SCHEDULING CONFLICTS

Your initial calendar remittance will be processed by Sandy Beyer (sscemetry@ststephengi.com), our Calendar coordinator. After you submit your initial packet for processing, your contact for changes will be handled through Sandy, or Lori. They can be reached Monday-Friday 8:00A.M. – 4:00P.M. at 773-7647.

Please meet with your group to settle on your activities, fill-in the calendar and return to the Rectory as soon as possible – but no later than August 1<sup>st</sup> . When scheduling your events, **MAKE SURE THAT YOU MAKE PROVISIONS FOR THE SET - UP & TAKE - DOWN time SEPERATELY ON THE FORM**, as well as for your actual event. Often, we are cutting times close when two (2) groups need the same room on the same day, but at different times. It will not be possible to schedule two major events on the grounds on the same day or weekend. Please remember that if, during the year, your organization decides to schedule another event in our facility, you **MUST** call the parish office to make sure the room, you would like, is available. If you have an event scheduled and for some reason you need to cancel, it is as important to notify us of any cancellations as it was to schedule the initial event. It is so unfortunate when we have to turn down an organization due to another booking. But it is even more unfortunate when we have to turn someone down to later realize that no one ever used the room. In the event that there is a scheduling conflict, we will try to assist in a resolution that will be most favorable to all parties. If all else fails, preference will be given to the organization that turned in the most complete and timely calendar.

In the unfortunate event that damage occurs during your event, please notify the Parish Business Office immediately. We are confident that a fair solution will be worked out.

- HOLIDAY USAGE

Use of the facility is discouraged on holidays to allow all staff to enjoy these days off. An exception may be made in rare circumstances. On these rare occasions, remember it is essential to make prior arrangements for the pick up of keys. This will avoid doors being propped open with bricks or other objects. This could eliminate the potential for our facility being left unsecured by a forgotten door prop.

- KEY PICK-UP

If you are having a meeting or event after office hours it would be best to contact the parish office prior to your event and get a key for entrance. Ask someone from your committee to pick up the key that day, sometime during rectory business hours, Monday – Friday, 8:00A.M. – 4:00 P.M. When holding a function in the school, also be sure to indicate to those attending, what door is to be used for the entrance – (i.e.: enter through door #1). When requesting the keys for a specific function, be sure to indicate what door will be used so that the correct set of keys will be issued. Our staff is instructed to check the calendar to make sure you are scheduled prior to giving out any keys.

Also, in cold weather, either call the rectory during the day to make sure the heat will be turned on or come early yourself and turn it up. Remember to turn it down when you leave.

**\*\* Keys are to be returned immediately after each event.**

- CAFETERIA (Kitchen is reserved separately)

If your event will be held in the Cafeteria of the school and warrants the use of Parish dishwasher, ovens, or refrigerators, you MUST Obtain Prior Permission from the Rectory Business Office. Arrangements will be made to provide the proper instruction for the use of this expensive equipment. Please note that we need to take extra measures in this area due to the fact that if any of the above mentioned equipment was used improperly or fails, it could prevent us from operating our lunch program for the school.

- HOSPITALITY ROOM

If you are using the Bunn coffee makers in the Hospitality Room, remember that these must be plugged in at least 20 minutes prior to making the coffee.

**PLEASE NOTE, IF YOU HAVE SCHEDULED SOMETHING IN THE HOSPITALITY RM., YOUR MEETING MAY HAVE TO BE RELOCATED TO ANOTHER ROOM IN THE EVENT THERE IS A FUNERAL WITH A BEREAVEMENT MEAL FOLLOWING IT.** This could potentially happen early on a weekday or on a Saturday morning. We will contact you if there is a conflict.

- LEFTOVER FOOD & BEVERAGES

Please do not leave open bottles of pop or leftover food in the refrigerator. ALL LEFTOVER FOOD & BEVERAGES from your event must be taken with you when you leave the facility, we do not have the storage capability to store overflow. Also we do not have the staff available to go through and clean out the refrigerator and/or kitchen to discard spoiled or leftover food.

- CLEAN-UP

We request that each organization PLEASE take care of the facility as if it were your own. The rooms being used should be returned to the same condition and set up as you found them. PLEASE take care of any garbage, chairs, tables, etc., that you may be using. Tables, Counter Tops, Appliances and Chairs should be wiped off with a clean, wet cloth and made ready for future use. All floors should also be kept clean. If you need to use refrigerators or freezer in either school or church, it must be pre-arranged.

Note: Enclosed is a diagram of the CAF & Hospitality Room with the table arrangements to help the clean up committee.



- TRASH DISPOSAL

If you will be running an event that will have a large amount of garbage generated we need to be advised of that prior to your event, and the fee incurred for an additional pick-up will be the responsibility of the organization. Full bags of garbage should be securely fastened and left inside the dumpster at the rear of the school outside door #3. If you do not have volunteers to remove your own trash, you must make prior arrangements with our maintenance supervisor. Please do not leave trash on top or beside the dumpster.

- SECURITY

Please be aware that the security of our property is very important. It is essential that each and every person utilizing our facility leave it secure. Please turn off all lights, close all windows, and perform a quick check to ensure that everyone has vacated the building after your event. If you have used the appliances, please check and double check to make sure everything is turned off and secured. Please pay close attention to all doors and double check to make sure that they are locked and tightly closed when leaving the building. You can return the key through the mail slot in the rectory door.

- PUBLICITY

When planning a SPECIAL EVENT, use all of your resources. PUBLICIZE it in our Parish Bulletin and/or submit a request for use of the electric sign in front of the school, and let all of our parishioners know so that they can come and support your event. Good communication and advertising can only enhance and strengthen our community! If you would like to advertise your event on the electric sign, please submit your request in writing to the rectory at least two weeks before the event. We recommend short, brief ads to capture the largest audience. All bulletin and sign requests should be sent via e-mail to [bulletin17@ststephensgi.com](mailto:bulletin17@ststephensgi.com)

- LIQUOR PERMIT

New York State law requires that a liquor permit be obtained for any event that will be serving liquor. There is a fee required for each day of use. Remember, all use of liquor must be pre-approved by the rectory.

\*\*\* See attached information packet at the end of this packet on how to obtain a liquor permit.

- CERTIFICATE OF INSURANCE

If your event will include the use of outside groups (i.e. bands, food companies, Scout Troops, etc.) please be sure to request and secure a certificate of insurance from the service provider or organization. This is MANDATORY not only by parish policy but also a Diocesan mandate.

- IN THE EVENT OF AN ACCIDENT

If an accident occurs, especially one involving injury, it is critical that we be notified as quickly as possible. We are obligated to report any injury or accident directly to the Diocese. We have included a form that must be used should this occur. Please make sure that the chairperson of your event has one of these forms available at all events. More copies are available at the rectory. Please return any completed reports to the Rectory Office on the next business day or anytime through the mail slot in the rectory door.

*Thank you for all that you do for our parish family. We want you and your organization to be able to plan great events, have successful meetings and enjoy all the events of this coming year. We are here to support you and to offer assistance. We are looking forward to a safe and successful year!*

*\*Please take note of rectory holidays because the rectory office is closed on these days and keys would not be available for pick up.*

**ST. STEPHEN R.C. CHURCH RECTORY HOLIDAYS 2025-2026**

<u>Labor Day</u>	<u>Monday, September 1</u>
<u>Columbus Day</u>	<u>Monday, October 13</u>
<u>Thanksgiving Day</u>	<u>Thursday, November 27</u>
<u>Day After Thanksgiving</u>	<u>Friday, November 28</u>
<u>Christmas Eve Holiday</u>	<u>Wednesday, December 24</u>
<u>Christmas Day Holiday</u>	<u>Thursday, December 25</u>
<u>Parish Office Closed</u>	<u>Friday, December 26</u>
<u>New Year's Eve Holiday</u>	<u>Wednesday, December 31</u>
<u>Year's Day Holiday</u>	<u>Thursday, January 1</u>
<u>President's Day</u>	<u>Monday, February 12</u>
<u>Good Friday</u>	<u>Friday, April 3</u>
<u>Day after Easter</u>	<u>Monday, April 6</u>
<u>Bonus to Memorial Day</u>	<u>Friday, May 22</u>
<u>Memorial Day</u>	<u>Monday, May 25</u>
<u>Independence Day</u>	<u>Friday, July 3</u>



## **FUND RAISING AND/OR SALES IN THE CHURCH NARTHEX**

Since more & more organizations and individuals are requesting to sell items, raffle tickets, etc. we need to have some guidelines.

**Your organization is not automatically granted permission to solicit money or sales in the Narthex of the church.**

**All requests are submitted to the parish office for approval.**

\*Please include the request to sell items on your event reservation form or call the parish office to request permission. These requests must be put into the calendar just like events so there are not conflicting groups or too many groups on one particular weekend.

Please call, email, or stop by the parish office with a written request.

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## **ADVERTISING ON ELECTRIC SIGN**

When requesting advertising for your event on the electric sign please call, email or stop by the rectory office with the details written down. 2 weeks prior notice is most helpful.

The sign has up to 4 lines with 20-25 character per line. Please be as concise as possible.

716-773-7647

ssaccountspayable@ststephensgi.com

# ST. STEPHEN R.C. CHURCH FACILITIES

## MAIN CHURCH

Brides Room	Appropriate for small groups of 4-8 people
Church	Seats 1200 People
Community Room/	Large Table with 12 chairs; small TV & VCR Large Smart TV with internet access
Daily Mass Chapel	Daily Masses; Seats 60-75 People
Hospitality Room	Seats approximately 70 comfortably; tables with chairs; limited kitchen facilities 1 - large smart TV w/internet access
Music Room	5-20 people with small tables and chairs

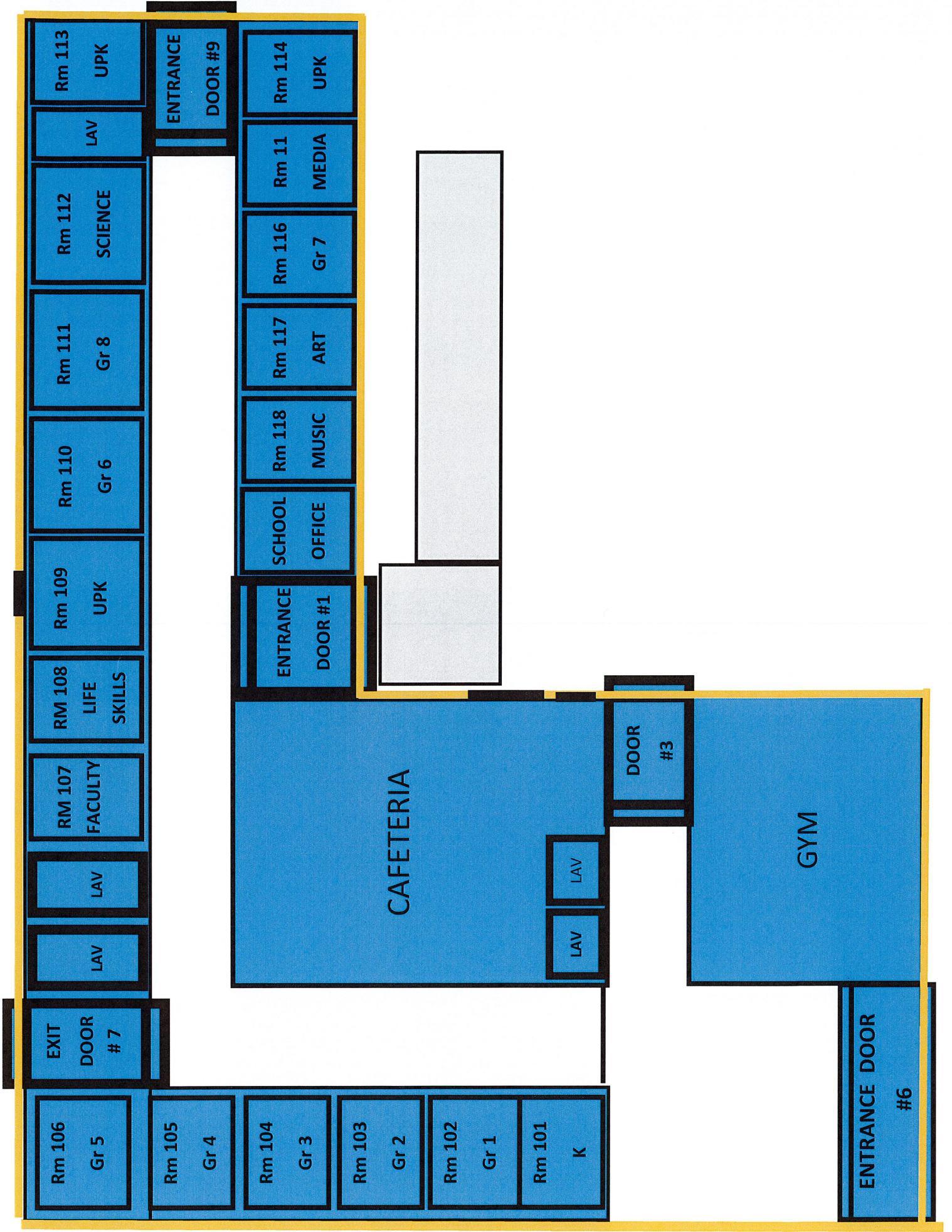
## FAITH FORMATION BUILDING

Front Meeting Room	2 tables (seat 8) 24 chairs
Back Mtg Room	1 large conference table (seat 12) 30 chairs

## PARISH GROUNDS

Outside Electric Sign	Must be submitted 2 weeks prior to event.
Pavilion/Shelter	Outside next to school – few picnic tables Based on availability & event



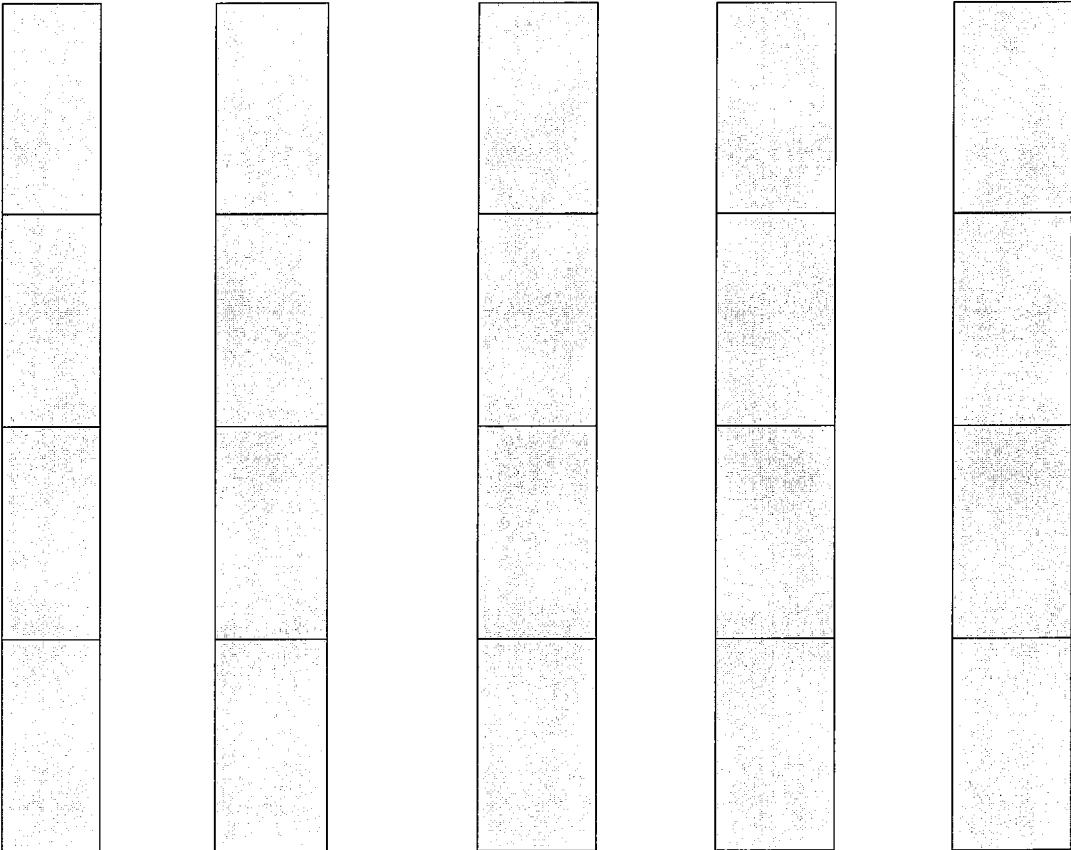


SCHOOL CAFETERIA SET UP

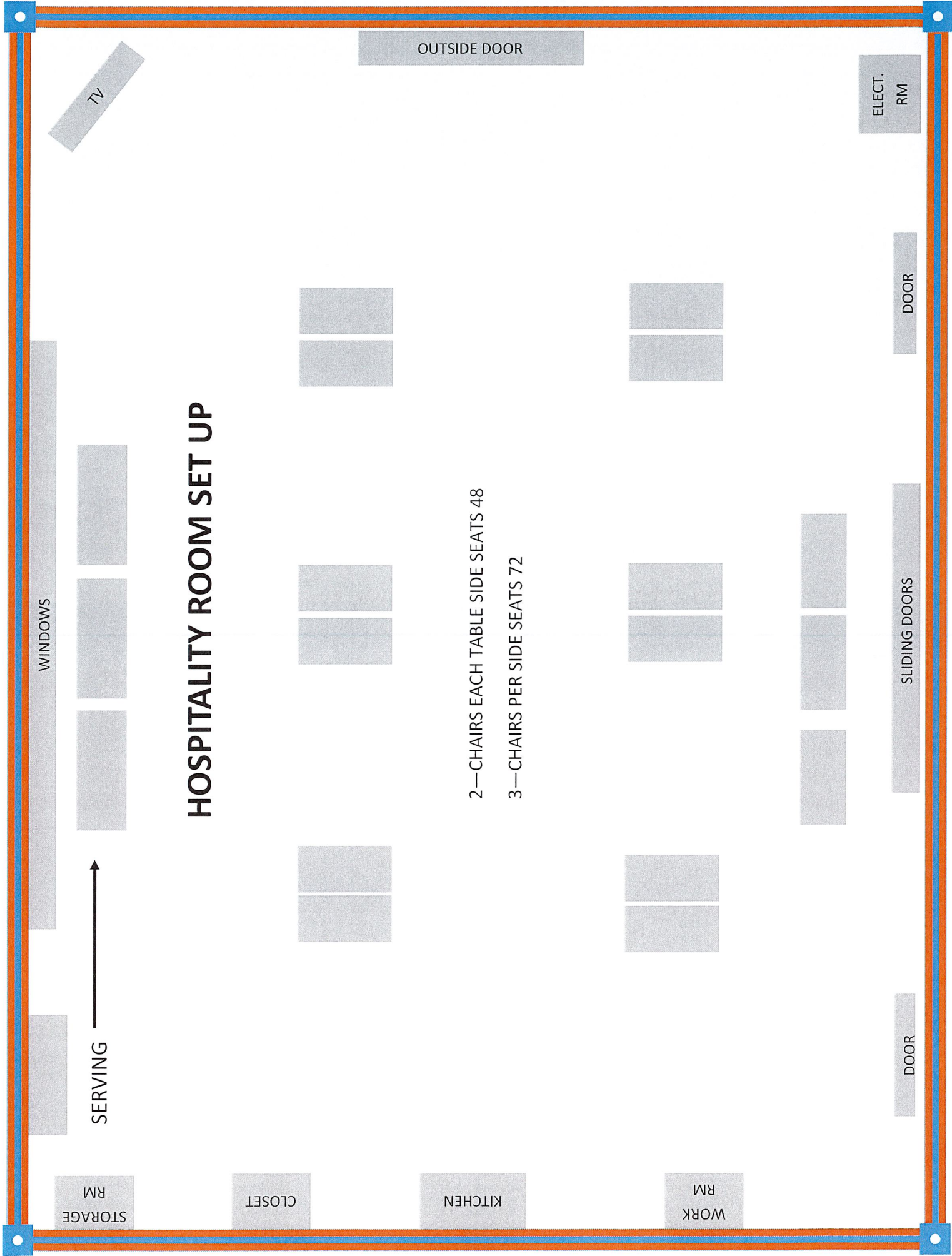
KITCHEN SIDE

\*PROPER ROOM SET UP UPON LEAVING

WINDOWS







OUTSIDE DOOR

ELECT.  
RM

DOOR

SLIDING DOORS

DOOR

# HOSPITALITY ROOM SET UP

2—CHAIRS EACH TABLE SIDE SEATS 48

3—CHAIRS PER SIDE SEATS 72

WINDOWS

SERVING

TV

STORAGE  
RM

CLOSET

KITCHEN

WORK  
RM

PLEASE RETURN TO THE RECTORY ASAP NO LATER THAN AUGUST 1 TY

Group/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date Returned to Rectory: \_\_\_\_\_

[illegible]

Please note: If your event will generate a large amount of garbage please notify the rectory in advance.



PLEASE RETURN ASAP BUT NO LATER THAN AUGUST 1

## ST STEPHEN RC CHURCH GRAND ISLAND NY

### CALENDAR PACKET ORGANIZATION OFFICERS 2025-2026

ORGANIZATION NAME: \_\_\_\_\_

CALENDAR CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### ORGANIZATION OFFICERS 2025-2026

PRESIDENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TREASURER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDITIONAL OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SPECIAL NOTES: \_\_\_\_\_

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PROPERTY INFORMATION	
Property Name: ST. STEPHEN RC CHURCH	Location Code: 504
Address:	Phone:
Submitted By: (Signature - Print Name & Title)	Today's Date:

INCIDENT INFORMATION			
Type of Incident:	<input type="checkbox"/> Building/Premises Damage <input type="checkbox"/> Injury (Non-Employee) <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Personal Property Damage		
Date of Incident:	Time of Incident:	Day of Week:	Police, Fire or Courtesy Patrol Involved? (If yes, provide Name, Phone and Report Number)
Exact Location of Incident: (attach site map and photos of scene)			
Explain Incident in full detail (attach separate sheet of paper if necessary):			
Any Obstacles in the Vicinity? (If yes, please describe & attach photos)		Weather: (If Applicable)	
Lighting: (Check One) <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Dark		Other Contributing Factors:	
Is there 3 <sup>rd</sup> Party contributing to Loss? If yes, provide Name, address, and phone number (i.e., vendor and/or resident or other third part cause the incident.)			
Potential Witnesses: (Name, Address, & Phone Number – Include separate sheet if necessary)			

CLAIMANT INFORMATION				
Claimant Name:			Age:	Sex:
Address:				
	Home Phone:	Work Phone:	Employer Name:	Occupation:
Date Management Notified	How was Management notified and by whom?			





THE DIOCESE  
of  
BUFFALO

INVESTIGATION AND REPORTING FORM

Reason for being on the premises:

☐

Tenant

☐

Guest

☐

Vendor

☐

Employee

☐

Other

Emergency or Other Treatment and or Services: *(Where, when, brief description of what treatment)*

Describe damage/injury: (attach separate sheet if necessary)

*(for injury – include specific body part injured; for property damage –include description of item, type of damage & estimated repair/replacement costs)*

CORRECTIVE ACTION AFTER INCIDENT

Date:	Description of Action	Completed By:

EMAIL THIS FORM AS SOON AS POSSIBLE

AFTER ANY INCIDENT TO

[DOBIS@BUFFALODIOCESE.ORG](mailto:DOBIS@BUFFALODIOCESE.ORG)

NOTE TO ST STEPHEN'S STAFF SUBMITTING ONE OF THESE CLAIMS – PLEASE ADVISE THE BUSINESS OFFICE ASAP OF ANY SUBMISSIONS. *If there are pictures for supporting documentation, Please be sure to include those as well. If you are not submitting to the business office, please copy our Business Manager [businessmgr@ststephensqi.com](mailto:businessmgr@ststephensqi.com)*

## **LIQUOR PERMIT INSTRUCTIONS**

Warning: NYS Liquor Authority clearly states that there is a limit for permits per year. Please carefully evaluate the need for liquor at your event.

ALL ORGANIZATION EVENTS REQUIRING A TEMPORARY LIQUOR PERMIT, MUST FOLLOW THESE INSTRUCTIONS.

- REQUESTS MUST BE SUBMITTED A MINIMUM OF **1 MONTH** PRIOR TO YOUR EVENT:
  1. There is a form in the calendar packet (Liquor Permit Information Form) that needs to be filled out by your organization and submitted to the rectory business office.
  2. A flyer advertising your event must accompany the Liquor Information Form. This is not optional.
  3. Once your liquor permit information form is completed, bring/mail or drop off in mail slot to the rectory along with a check made out to St Stephen Church for \$36. (remember that if you have a multi-day event, each day requires a permit hence \$36 for each date).
  4. Once the **liquor permit information form, flyer and check payable to St Stephen Church are received in the business office, the application will be submitted on line with the NYS Liquor Authority**. Once approved they will email the permit back to St Stephen Church and it will be placed on file and a copy will be emailed to your event chairperson or made available for pick up in the front office.
  5. All permits must be clearly posted during your event.
  6. Please take note at this time of the allowable liquor permitted. It is only for beer and wine.

Any questions please contact the business manager Karen Sweet at:  
773-7647 ext 104 or [businessmgr@ststephensgi.com](mailto:businessmgr@ststephensgi.com)



**PERMIT APPLICATIONS WILL NOT BE PROCESSED WITHOUT :**

**1.) THIS COMPLETED FORM**

**2.) THE CHECK FOR THE PROCESSING FEE**

**3.) A FLYER ADVERTISING YOUR EVENT.**

**Liquor Permit Information Form**

Today's Date\_\_\_\_\_

Name of Organization\_\_\_\_\_

Name of Event Chairperson or Contact\_\_\_\_\_

Chairperson/Contact Phone & Email\_\_\_\_\_

Name of Event\_\_\_\_\_

Date(s) of Event\_\_\_\_\_

Type of Event\_\_\_\_\_

Is it open to the public?\_\_\_\_\_

How was the event advertised?\_\_\_\_\_

Event start time:\_\_\_\_\_ Event end time:\_\_\_\_\_

(make sure the above times are inclusive of the entire time that liquor is made available)

Is the event inside or out?\_\_\_\_\_

Will there be only one bar location at your event? **\*\*YES 1 XXXXXXXXXXXXXXXXXXXXXXXX**

How many people will attend?(approximately) \_\_\_\_\_

Who is handling security?\_\_\_\_\_

**\*\*If more than one location is needed, it will require more than 1 permit. Please consult with business manager as location needs to be disclosed on application.**

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Business office use only:

Ck#\_\_\_\_\_ Amt.\_\_\_\_\_ Date submitted on line\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_