



GATHERING SPACE DISPLAY RESERVATION FORM

Date request submitted: _____

Organization or Group Name: _____

Contact Person for Group: _____

Contact phone/email address: _____

Description of Display or _____

Project: _____

Dates requested: _____

(3 weekend limit) _____

Table size requested: Small (2'x4') Large (2'x6')

Display Easel: Yes No

Number of Displays requested: 1 2 3

*(*A display consists of one table and one easel. If you need more than one display, we will accommodate your request on a first come, first served basis.)*

PLEASE SUBMIT THIS FORM TO DAVID GIBSON, DIR. OF WORSHIP & MUSIC. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT DAVID AT 267-7494, EXT. 15, OR VIA EMAIL (DGIBSON@STEDWARDCHURCH.COM).

THANK YOU!

Gathering Space Display Guidelines

Effective August 1, 2013

The Gathering Space presents those entering church with an atmosphere of transition. The gathering space should create an atmosphere that helps those in it pause, be met with pleasant colors and sacred symbols and images. The space is a good one to catch peoples' attention. However, displays should not be so numerous as to clutter and pose an atmosphere of chaos. Because of the importance of this space, guidelines have been set to maintain a pleasant and reverant atmosphere in this area. Those wishing to display something in the gathering space are asked to abide by these guidelines.

1. To display something in the gathering a request should be made to David Gibson, Dir. of Worship & Music by phone call or email. David can be reached at 267-7494 Ext. 15 or dgibson@stedwardchurch.com.
2. Requests are considered on a first come first served basis.
3. Certain areas are designated appropriate for displays. Displays should not be set in front of the icons (framed pictures). A diagram for appropriate display locations is on the back of the mechanical room door.
4. A display consists of one table and one easel.
5. Tables that can be used for displays are found in the mechanical room. These tables are 2 feet x 4 feet and approximately 2 feet x 6 feet. They should be covered with a cloth. Cloths are located in the mechanical room, off of the gathering space, in a bin. Please use the cloth color that coordinatates with the cloth decorating the worship space (the liturgical colors).
6. Displays should remain in place no more than week. If more display time is needed there should be a break when the display is taken down. Later, the display may be put up again.
7. There is a limit of 1 display or collection in the gathering space at one time.
8. The Chairperson of the Art and Environment Committee and the Chairperson of the Worship Committee is responsible for the liturgical decoration of the gathering space area, including but not limited to the benches, plants, parish council desk, wall art work, etc. It is highly recommended that the Chairperson of the Art and Environment Committee consult with the Parish Business Manager before arranging large furniture items, plants, and art work to insure proper safety standards.
9. The Parish Business Manager is responsible for the maintenance and any safety issues that affect the gathering space area. The Business Manager will communicate with the Chairperson of the Art and Environment Committee, the cleaning schedule and the placement of furniture that affects safety standards. It is highly recommended that the Business Manager consult with the Chairperson of the Art and Environment Committee when choosing paint colors, carpeting, art work for the walls, etc.
10. Before anything can be stored in the mechanical room the Facilities Manager must approve that the item can be safely stored.