



## St. Mark Seminary

429 East Grandview Boulevard • P.O. Box 10397 • Erie, PA 16514-0397

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November 2023

Dear Personnel, Residents and Guests of St. Mark Catholic Center,

St. Mark Catholic Center is home to many ministries of the Roman Catholic Diocese of Erie. We are blessed to have such an expansive building and beautiful property which serve the purposes of diocesan administration, affiliated offices, ministries and worship, as well as being home to seminarians and priests. This facility has come to us thanks to the generosity and sacrifice of more than three generations of God's people. We are privileged to have St. Mark Center as our place of work, prayer, and service.

Since St. Mark Catholic Center provides for so many diverse purposes, great cooperation is needed among all who live, work and visit here to assure safety, preserve the good condition of our building, and to make our unique facilities available for the work of the Gospel. This newly revised *Facility Use Policies* aims to help us achieve that level of cooperation. I am deeply grateful to all who have labored for many months in the preparation of these policies. I am also deeply grateful to all of you, the personnel and residents of St. Mark Catholic Center. May these policies guide our work, and help us to make even better use of this valuable facility which has been entrusted to our care.

May you and your service within these holy walls be abundantly blessed!

Sincerely yours in Christ,  
The Very Rev. Scott W. Jabo  
Rector of St. Mark Seminary

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## **ST. MARK CATHOLIC CENTER**

### **FACILITY USE POLICIES**

St. Mark Catholic Center (SMCC) is a setting for office personnel involved in the diverse works of the diocese, a home for priests and seminarians and a place for worship. It is an attractive facility available for use by SMCC personnel, the seminary and affiliated diocesan entities such as parishes, schools, agencies and programs.

These policies are meant to assist our employees and visitors in the proper use of this facility. They are intended for all who use the building in any capacity.

This facility is not set up with staffing as a full-service conference or retreat center. Therefore, an SMCC staff member must be designated as the **responsible person on site** as indicated on the Facilities Use Application form. This person is responsible for ensuring that all policies are followed. The department head, or the Executive Director of an affiliate, is responsible for designating a staff member to assist at sponsored events for outside groups.

Generally, it is not possible for groups unaffiliated with the diocese, e.g., community clubs or organizations, to use SMCC facilities. Any exceptions to this must be cleared through the Seminary before any reservation is made. With unaffiliated groups, an SMCC employee or resident must be on site through the conclusion of the event. No unaffiliated group will be given a reservation more than two months in advance.

#### **SCHEDULING AND RESERVATIONS**

**Refer to Attachments A and B**

The forms referenced in this policy are available at: <https://www.eriecd.org/Internal-Forms.html> Room availability is shown in the Conference Room Calendar, a shared calendar in Outlook. Room capacity and tech options can be found by clicking the link immediately below the Facility Use Application. The following rooms are available for reservation.

<u>Room:</u>	<u>Coordinator:</u>	<u>Available Seating:</u>
Auditorium	Switchboard	220 (47 in front)
Cafeteria	Switchboard	80-120
Chapel	Seminary Assistant	260
Conference Room A	Switchboard	16
Conference Room B	Switchboard	20
Conference Room C	Switchboard	12
Education Conference Room	CSO Assistant	16
Library	Chancery Assistant	24
MJM	Switchboard	12
West Wing Dorm (See pg. 7)	Seminary Assistant	15 beds

Rooms are scheduled through the online Facility Use Application. The person responsible for managing that particular room will confirm the room reservation and mark it on the Conference Room Calendar.

On the application form, the **responsible person on site** is the SMCC staff member who will be remaining with the group for the entire event, responsible for the group's compliance with the Facility Use Policies and ensuring that the area is left in good order. This person is not necessarily the same as the **contact person**. The **contact person** is the individual who schedules the event through the designated persons and processes at SMCC.

Meetings of the Bishop, the seminary, diocesan office and affiliated office personnel and related programs shall always have precedence. In the event of a scheduling conflict, and following consultation with the concerned parties, groups may be assigned to a space other than the one originally designated.

If hospitality services are needed, the SMCC Function Planning form must be completed **at least two weeks** before the event.

## **SECURITY**

**Because of serious security considerations, it is absolutely imperative that doors are not propped open in any way for guests to enter. The one exception to this is that doors may be propped open only during a delivery.**

**Every group must have someone at the doors greeting those who come, or arrange to use cell phones to announce an arrival.** There is also a wireless doorbell stored in the Michael J. Murphy Room off of the cafeteria, which is available for special events. It is intended to be hung by the main courtyard entrance on the south side of the building. **SMCC staff and residents are instructed to immediately close any external doors found propped open and unattended.**

All vendors and caterers who do not use the front entrance are to announce their arrival by calling the person responsible for receiving the delivery. This person's name and phone number should be given at the time the order is placed.

Alarm boxes at SMCC are **not** connected to the Emergency Call Center or the Fire Department. In the event of an emergency or fire, someone must **dial 911 from inside the building** or **dial 911** from a cell phone or phone outside the building.

At the end of the day all office and hallway doors are to be locked.

Follow the *Critical Incident Plan* posted in each meeting room at SMCC.

## ***AFTER HOURS AND WEEKENDS***

After business hours (Monday-Friday 8:00 am – 4:30 pm), the last person leaving each wing is to turn off the lights. Maintenance personnel will turn exterior lights on and off as needed. Lights in the main central stairwell are to be left on at all times.

## ***ENTRANCES TO BE USED DURING BUSINESS HOURS***

Visitors may enter SMCC by way of the main entrance at the front, ground level. Between the hours of 8:00 am and 4:30 pm, Monday through Friday, visitors may also enter the building at the south entrance in the courtyard, beneath the chapel. When using this entrance, visitors must press a buzzer to be let into the building, then proceed immediately to the reception area by going down the steps and into the lobby at ground level. When entering SMCC, ***all*** individuals are to sign the register at the reception desk or the event sign-in table if one is provided. It is important to know who is in the building in case of an emergency. Visitors are to wear the provided visitor name tag and to use only the areas designated for their event.

*Special note:* An elevator and a stairwell in the lobby provide access to the second floor east wing for the Library. Access is prohibited to the seminary balcony area. The outdoor terrace is available by special arrangement.

**Refer to Attachment A**

## ***ENTRANCES DURING OFF-HOURS AND WEEKENDS***

The **responsible person onsite** must have someone available to grant access to SMCC for a scheduled event. Visitors are to use only the areas designated for their event.

## ***PARKING***

The person who informs people of an event at SMCC is responsible for providing them with information about parking.

Visitor parking is restricted to the parking lot in front of SMCC and the two south parking lots behind SMCC. There is to be no parking along the driveways, on the grass or in the area between the chapel and the classroom wing.

For events held during business hours, visitors are to park in the lots at the rear of the building.

## ***RESTROOMS***

Restrooms are located on the ground floor in the foyer; the restroom next to the elevator is wheelchair accessible. Additional restrooms are located near the cafeteria.

## **SMOKING**

St. Mark Catholic Center and property are designated as non-smoking and tobacco-free areas.

## **CARE OF THE FACILITY**

The kitchenette in the Conference Wing is for the use of those who have offices in that hallway, as well as those who are holding meetings in the various conference rooms. Those hosting meetings in the Conference Wing may use the kitchenette for hospitality to the meeting attendees. In the kitchenette refrigerator, the top two shelves are stocked with pop and water available for those using the meeting rooms. Please be sure to fill out a usage slip for pop and water. The refrigerator bottom shelf, door, and bottom drawers are reserved for the use of the offices in that hallway.

For large meetings in the Conference Wing, departments must notify the special events coordinator of their beverage needs at least two weeks before the event.

Groups requiring alternate seating plans in the Library or cafeteria are required to submit a plan to SMCC maintenance personnel. A detailed drawing/diagram may be required. Only SMCC maintenance personnel are to arrange these rooms for specific use; they will also return the rooms to their original setting. The auditorium is not to be rearranged.

There is to be no penetration into walls, floors or other surfaces with such items as pins, tacks, nails or screws by anyone except maintenance personnel. Adhesives may be used on windows to hold signs identifying a meeting or event; signs and adhesives must be removed at the end of all events.

For reasons of safety, flames are permitted at SMCC only in the chapel and for occasions when sterno cups are used under chafing pans. The stove is off limits except to authorized SMCC personnel.

Full course meals may be served in the cafeteria and the Library. Lighter meals and beverages are permitted in other areas.

**When SMCC tablecloths are used in the cafeteria and Library, they are to be left on the tables after the event.** The special events coordinator will remove them on the next business day. Dirty cloths are not to be bundled or folded.

All rooms are to be returned to their original condition after use, with the exception of moving furniture in the Library and cafeteria. Cleaning supplies may be found in the janitor's closet in the 2 East hallway. Lidded cans on wheels are available inside the delivery receiving area, just west of the kitchen area on the ground floor. Cans are to be taken to the event area. Bags of trash are not to be carried through the building. On weekends and after 4:30 pm on weekdays all trash must be placed in these covered cans and the cans returned to the receiving area.

### ***AUDIO/VISUAL REQUESTS***

If audio/visual equipment is needed in the auditorium by SMCC personnel, contact the member of the Audio/Visual Team as listed on the Facility Use Application. The **responsible person on site** is to remain on site for the duration of the event to handle any problems that may arise, and to set up and take down the equipment.

Currently SMCC does not provide unaffiliated groups with audio/visual equipment.

Externally affiliated groups must contact their respective SMCC department head with any request for audio/visual assistance in the auditorium.

### ***KEYS***

The supervisor of the Maintenance Department will distribute and keep a record of keys in use at SMCC. Keys must be returned to the supervisor of maintenance when the purpose for having the keys has ended.

### ***WEST WING DORMITORY***

The West Wing Dormitory is not available for general use. Any usage of the dorm facilities for extraordinary diocesan events must be arranged by calling 814.824.1200.

Minors from outside groups are not permitted. Minors participating in events at SMCC, sponsored by an SMCC office (such as the youth office) may use it, provided a single gender is housed there and all child protection policies are followed.

### ***DAMAGE TO THE FACILITY OR ITS EQUIPMENT***

In the event of damage to the building, furniture or equipment, the repair or replacement cost is the responsibility of the individual or organization using the space at the time the damage occurred.

Any damage must be reported to SMCC maintenance personnel at 814.824.1280.

## **CANCELLATIONS**

Groups which have reserved building spaces and do not intend to use them should cancel their reservation as soon as their plans change, preferably at least five (5) business days in advance. The designated SMCC contact should email the Director of Maintenance in the event of a last-minute cancellation. ***It is very important to cancel should it be necessary to do so.*** If a change in a scheduled reservation is requested, it will be possible to make the change only if the space is available.

## **CLOSINGS OF ST. MARK CATHOLIC CENTER**

The administration of SMCC will make the decision in the event that the building must be completely closed.

Weather-related closings of SMCC or other emergencies of a public nature will be communicated to SMCC staff via diocesan (work) email and automated phone calls.

## **POLICY IMPLEMENTATION**

It is the responsibility of SMCC department heads/directors/administrators to address with their personnel any concerns about policies not followed.

SMCC Administration reserves the right to amend or alter these policies.

**Approved and Promulgated November 15, 2023**

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**Rev. Scott Jabo**  
**St. Mark Seminary Rector**

**(Signed copy on file in the Chancery Office)**



**ST. MARK CATHOLIC CENTER  
THE LIBRARY  
Second Floor East**

The Library has been designated to be used for special events, primarily episcopal functions and secondarily, occasions related to the departments at St. Mark Catholic Center (SMCC). It is located on the second floor east wing of the Center.

Reservations will be considered for meetings, videography, receptions, luncheons, dinners and combination events. Generally, this area will not be used as an area for casual conversation or by unaffiliated groups. The Chancery will determine approval of any exceptions to these uses.

***SCHEDULING AND RESERVATIONS***

Use the regular room reservation form, found in Internal Forms, to request use of the Library. The Library coordinator may also require use of a paper form, on which furniture arrangements and catering requirements are noted.

The Library is reserved in the order requests are received with consideration given to the type of event, the size of the group and availability. The Chancery reserves the right to assign and if necessary reassign the facility to assure the most efficient and appropriate utilization of the room.

All usage must be scheduled through the coordinator, however, if the facility is used for an unplanned meeting, the usage should be reported as soon as possible to the coordinator so that room usage can be noted and the room can be readied for the next event.

Any individual or group using the Library must follow the SMCC Facility Use Policies.

***SCHEDULE OF EVENTS***

Reservations for the Library will be posted on the SMCC Facilities Use Calendar online. On most occasions, the adjacent kitchen must be used exclusively as the staging area for caterers. Therefore the scheduled times will include set-up and clean up. All SMCC personnel using the kitchen as a break and lunch room are requested to find alternative locations on these scheduled occasions.

## ***PREPARATION AND RESTORATION***

The capacity for lunches and dinners ranges between 8 and 24 attendees. Groups requiring additional seating are required to submit a detailed drawing/diagram to the Library coordinator and the SMCC maintenance supervisor.

Only SMCC maintenance personnel are to move furniture out of the Library as necessary and/or set up additional tables to provide for more seating, then return the room to its original setting.

The designated **responsible person on site** must remain until the event has concluded to ensure that everything is in good order.

**When SMCC tablecloths are used, they are to be left laid on the tables.** They must not be bundled or folded.

## ***ACCESS***

An elevator and a stairwell in the main lobby provide access to the second floor. Library use is normally restricted to the main level on the second floor of SMCC. The outdoor terrace is available by special arrangement. Access is prohibited to the seminary balcony area.

## ***STORAGE***

Storage under the counter at the east end of the Library is reserved for Administration and Chastity Education.

The cabinets at the west end of the room contain small amounts of disposable dishes, cutlery, decorations and cleaning supplies which are available for use upon request.

## ***CATERING***

**Refer to Attachment B**

All catering guidelines are to be followed by anyone using the Library.

**ST. MARK CATHOLIC CENTER  
CATERING GUIDELINES**

We are pleased to allow catering for events at St. Mark Catholic Center (SMCC) and ask that caterers follow the guidelines below. The person making the arrangements with the caterer will clarify any questions and ensure that these guidelines are followed.

Limited refrigeration is available in each kitchen. An ice machine is available in the main kitchen. The stove is off limits except to authorized SMCC personnel.

The caterer is to be met by the special events coordinator or by the person or designee who arranged for the catering. This person's name and phone number should be given to the caterer at the time the order is placed.

Doors may be propped open only during loading and unloading.

All delivered food, including soups and other liquids, must be in containers - crock pots or chafing pans - ready to serve. The special events coordinator will help with any serving preparations that are not provided by the caterers.

**The function planning form must be submitted at least two weeks in advance.** Items requested on the Function Planning Form will be in place for the scheduled event.

- Chafing pans, serving dishes and serving utensils are available upon request from the special events coordinator.

The contact person determines in advance to have either the caterer or department personnel refill dishes, clear plates and food.

Following any meals or snacks, the area used must be left clean. Cleaning supplies may be found in the janitor's closet in the 2 East hallway. Lidded cans on wheels are available inside the delivery receiving area, just west of the kitchen area on the ground floor. Cans should be taken to the room to be cleaned. Bags of trash are not to be carried through the building. On weekends and after 4:30 pm on weekdays all trash must be placed in these covered cans and the cans returned to the receiving area. SMCC provides bags for trash and recyclables.

**Tablecloths provided by SMCC are to be left on the tables.** They must not be bundled or folded.

Food may be left in the refrigerator for later use only with consent of the person who will be responsible for its final disposal. A label with the department name must be attached to the remaining food items. All food will be cleared out of the main cafeteria refrigerator on Fridays.