

St. Patrick's Church of Elkhorn

Guidelines Regarding Selling/Sales on St. Patrick's Campus

Sales Before/After/During Mass

In order to maintain the sanctity of the Mass, St. Patrick's Parish shall recognize the following guidelines regarding sales of merchandise or services on our campus.

Sales will not be allowed inside or outside the church prior to or after Mass.

- Parish leadership shall maintain the option to allow exceptions to this guideline (Examples; St. Patrick's raffle, Holy Orders such as Poor Claire's, Pro-Sanctity, etc.)
- To request exception to this guideline, submit in writing: the group wishing to sell, the date desired for sales, a description of the product or service to be sold, the price of the item's to be sold, and the beneficiary of the sales to the Facilities Manager a minimum of four weeks prior to the requested date.

St. Patrick's groups/clubs wishing to sell items (raffle tickets, girl scout cookies, boy scout popcorn, poinsettias etc.) can request access to the gym lobby during Athletic competitions on weekends.

- Groups will be limited to up to two weekends per fundraising endeavor.
- Fundraising projects shall not be in direct competition with concession stand sales. (i.e. Bake sale).
- Advertising banners/posters fixed to walls or windows shall not be permitted.
- One eight-foot folding table can be used for staging items for sale and for displaying advertising poster or banner (location to be determined by Facilities Manager).
- Request use of Gym Lobby by accessing the "Facility Use Request" procedure listed under the "News and Events" pull down menu from the St. Pat's website. Event type to be used is "Event Req. w/ Donation, Funds, Sales or Admission".

Sales Other Than Mass Times

All requests for any type of sale, donation, event with admission or any "ask" for money or items (other than the already prescribed ordinary Mass and second collections) need to be submitted through FMX.

- Access the "Facility Use Request" under "News and Events" on St. Patrick's website.
 - Event type is "Event Req. w/ Donation, Funds, Sales or Admission".