

## ADDENDUM 1

July 1, 2016

Memo from Rev. Chris Van Haight, OFM

The Door Stewards in the Olive Tree Building provide hospitality and security to all who use parish facilities. The parish calendar of events guides them in this task.

I have told the Door Stewards to admit **only** groups who are listed on the parish calendar. If your group arrives for a meeting and is not listed, the Door Stewards **cannot** admit you.

Each group has a parish Staff Liaison. It is your responsibility to know who your liaison is and to schedule your meetings through that person.

Occasional errors occur in scheduling. However, the Door Stewards are not responsible for mistakes in the calendar.

If you arrive for a meeting and your group is not listed, the Door Steward will NOT admit you until you contact your parish Staff Liaison. The staff person then needs to call the Door Steward, tell the Door Steward that there has been a mistake in the schedule and request that the Door Steward find a meeting room for you.

**However, if space is not available, your meeting will need to be canceled.**

I am sorry if this happens, but it is not the Door Steward's job to correct the schedule. That is the job of the staff person. The Door Steward's job is to welcome scheduled groups and see that the groups find their assigned rooms.

Each group needs to complete its business at the time specified on the calendar.

On a given night, it may be necessary for the Door Steward to change the time. You will be advised of this as you arrive for your meeting.

There should be no arguments with the Door Stewards.

Any disagreements or complaints should be directed to your parish Staff Liaison. Unless and until the Door Steward speaks with the staff person, there can be no meeting or gathering.

Thank you for your cooperation