St. Mary Magdalen

Welcome & Guide to Event Spaces

Guest Wifi:
Sign in Room

Parish Office:
610.566.8821

stmarymagdalen.net

St. Mary Magdalen

Welcome!

Vestibule A

Vestibule B

St. Francis Hall

St. Francis Hall (SFH) is the church's main event space, located on the lower level with direct access on the side of the church by the parish's office entrance. St. Francis has an open standard kitchen with a refrigerator, an electric stove, microwave, counter space, and a shared ministry supply closet. The Hall has close access to restrooms on the same level. The Hall is best suited for up to 100 seated guests at round tables with buffet or food-service setup, or up to 150 seated guests in row seating for a lecture or presentation with several long tables for food and/or registration service.

The Hall also has two small vestibules on either side of its entrances. The one closest to the outside doors is included with the Hall when booked. The carpeted vestibule area nearest to the restrooms may occasionally be booked separately by another group. Please indicate if you plan to use this space for a specific reason when booking, e.g., registration area.

Standard Hall Setup

We use a standard setup for our day-to-day ministries, meetings, and events, preset with 8 to 10 rounds for 64 to 80 guests, along with tables for food or registration. If you need a different configuration or may need more rounds, chairs or equipment, please specify it on our Event Inquiry Form. We require a minimum of 72 hours' notice (3 business days) for any changes from the standard setup to accommodate your needs.

Key Features:

+ Refrigerator, Sink, Oven, Microwave, Electric Kettle, Water Dispenser
+ Keurig and 12-Cup Coffee Brewers with cream and sugar setup
+ A 50-cup electric Coffee Brewer—Available by request for large groups
+ AV: Ceiling Mounted Laser Projector with Sound System, Screen, Wireless Microphone, and Connection Ports
+ Whiteboard—Available with advance request
+ Vestibule A: Ping Pong Table and Utility Cart, use as an alternate or additional buffet area and direct access to outside
+ Vestibule B: Restrooms and access to the main Church for Mass or Adoration Chapel using the stairs and elevator
+ Lectern with access to an HDMI/VGA port and outlet near screen

(continued)

Gathering Room

SFH Kitchen

AV Screen

Gathering Room

For smaller groups and meetings, the Gathering Room is on the main level of the church off of the narthex, and it is an excellent option for smaller-scale meetings, used as a bridal area before a wedding or small gathering after a baptism, and is ideal for small group and ministry discussions. It holds approximately 25-35 people.

The room features a conference table with eight chairs. The other area is open with a lectern. Additional stacking chairs can be made available if needed. Restrooms are located right outside in the same hall as the Gathering Room.

Key Features:

+ Large Conference Table for 8 to 10 people
+ Complementary Keurig Coffee and Setup
+ Lectern in room with area for small reception or group with a guest speaker for up to 25-35 guests
+ Portable TV screen with HDMI, available with advance request
+ Whiteboard and/or Easel in Room

Reserving Your Space

If you are a new group or ministry to St. Mary Magdalen—or a parishioner seeking use for a new or one-time event, please fill out and submit an Event Inquiry Form: HERE, or scan the QR Code below to access the form on your phone. Most availability for your pre-planning purposes, can be viewed by space or room on our website's calendar under the 'Events' tab.

We're happy to assist you with reserving a space and answering any questions about our facility. Our goal is to support your planning to ensure your event runs smoothly.

We are also happy to assist you in spreading the good news about your event.

Please connect with our Parish Communications & Event Director:
Kerry Boyle at kerry@stmarymagdalen.net

St. Francis Hall: AV Instructions

AV: The secure Audio Box is located inside the Hall by the door from the main Hall. It contains the amplifier and receiver.

To begin, turn on the AV equipment box by flipping the red switch to the 'on' position on the power strip located on a wall near the box.

InFocus® Projector: Power on the ceiling-mounted laser projector using its InFocus remote after your computer is connected and actively on. The AV system will detect the HDMI input automatically. It may take a minute to connect. Your computer screen should appear on the projector, and its audio will play through the overhead speakers. To adjust the sound through the speakers use your computer's volume.

Times change along with our devices! We highly recommend using a straight HDMI-to-HDMI hookup when possible. The AV box has an HDMI-to-HDMI cable already attached for easy computer connectivity.

The room's **Megadek DVD** player also uses an HDMI port on the back of it to connect directly to the AV system.

The AV system also has HDMI and VGA cable input ports on the screen wall, (under the lowered screen) plus an electrical outlet, as an option to connect when using the lectern and your computer while presenting. Extra HDMI-to-HDMI cables are in the AV bag for use on the screen wall's port.

Microphone: The wireless SHURE® microphone is located in the basket next to the AV box (or in the AV bag). To use it, press the button on the microphone, and its green light will go on and automatically connect to the AV.

The microphone runs on AA batteries; if needed, additional batteries are located in the basket by the AV basket and/or the black AV bag, which should be on the top shelf in the kitchen pantry closet.
A microphone stand is located near the AV box.

Please be sure to turn off all AV equipment when your event is finished.

AV Box & DVD

Projector

Wireless Mic

AV Tips & Notes

Have one computer or device (DVD) connected to the HDMI/VGA port system at a time. For example, the HDMI should not be hooked to another device by the AV box while a second computer is connected to the wall mount by the lectern. If so, remove one device and then reboot the system to ensure a smooth connection to the correct computer or device.

Tables in Hall

SMM Event

Buffet Area

AV Tips

Can't connect? Be sure all your connections are secure at the input and that your computer is not in 'sleep' mode. Double-check the projector's source using its remote. The input source is generally set to HDMI, but may have been changed to another source during a previous event. Limit adaptors and connections. Multiple adaptors between your computer and the projector can interfere with the AV system, making it hard for it to connect to the input source.

Forgot a cable or adaptor? A black AV Bag holds some additional HDMI and VGA cables/connectors, AA batteries (for microphone), and a few adapters. The bag is on the top shelf inside the kitchen's pantry closet as a courtesy to our guests, if needed. Please return it to the closet after use.

Important: Presenters or facilitators should be sure to have the correct adaptor for their computer when trying to connect to our AV port system, and we recommend they test their devices with our system before their event to ensure successful connectivity.

Call our parish office or the event director to schedule an open time to access the Hall and ensure a staff member is available to assist you if needed. Unless offered, SMM parish staff may not be available or even on the campus to assist with tech issues.

St. Francis Hall: Kitchen

SMM Hospitality is pleased to be able to offer K-cup coffee, tea, creamer, sugar, cups, and water as a courtesy to all ministries and parish guests.

Pantry Closet: The closet in our kitchen contains extra supplies and any donated or leftover items which may be used by any ministry booked in the Hall. Supplies are not guaranteed, and outside groups should plan to provide their own supplies. The closet usually contains extra paper goods, disposable utensils, small appliances, serving platters or bowls, diapers, etc.

Any pantry items left in the Hall we will consider general-use donations. Kindly do not store your ministry or other items intended for a specific group in this closet or in our cabinets, even if marked, without prior consent.

We try to offer some serving utensils, dish soap, sponges, trash bags, dish towels, and some cleaning materials along with disposable hand towels.

Some food or paper items may be marked for specific events or upcoming parish use. If so, please refrain from using these marked items (e.g., juice boxes or beverages, food platters).

Leftover Food: Do not leave any perishable food in the room after your event without contacting the parish office or our event director by email. Please plan to take home, distribute among your group, donate leftovers directly to a great place like the **Access Community Center in Chester** (call 445-252-1084), or discard them at the end of event day.

We know our many ministries and groups have only good intentions; however, often leftovers and perishables have no information or date on them, and they end up being tossed out because other incoming events need the refrigerator or the food is left for days. When it's discovered, we don't know what event left it or if it is still safe to donate or give to another group.

Important: In order to protect our children, we ask that you never leave wine or any alcohol unattended on our campus BEFORE or AFTER an event.

Thank You!

We hope you have a great event! St. Francis Hall is often used multiple times a day on most days of the week, especially from September through June. Ensure our Hall is ready for the next ministry meeting, event, or group—Please clean up and unless otherwise agreed to, please return St. Francis Hall to the room's Standard Setup (9–10 rounds with 8 chairs at each). See the standard setup diagram in this binder.

Clear and clean all surfaces used during your event (counters, table tops, stovetop, microwave interior). Wash, dry, and return any dishes, utensils, and serving items to their designated locations.

You are always welcome to move tables and chairs or items on our kitchen counter. However, as agreed to at the time of booking, please return all tables, chairs, and moved items to our Standard Setup before leaving.

Dispose of any full cans of trash and food waste. Please place trash bags inside our outside trash receptacle located near the entrance. Remember to turn off kitchen equipment, AV, and lights.

Thank you for being a great steward of our spaces!
We hope to see you again soon. Until then—

May our Lord bless you and our Lady keep you!

SMM Events: kb 8/26

Tables in Hall

SMM Event

Buffet Area

St. Mary Magdalen

Food & Caterers

A list of local food caterers, who are familiar with us and used by for our staff, for SMM events. There are also many great eat-in or takeout restuarants in Media, too!

Please note, any groups using our hall or spaces are responible for their own food arrangements, including but not limited to any costs, delivery, linens, utensils, plates, food set-up and clean-up. We do not have an in-house or contracted catering company or staff available for non-parish events.

We are happy to help guide you if you should have any questions. Contact directly or go to caterers' websites for current menu and prices. Caterer may require advance notice.

Casual, pick up, dine in, or small order to catered:

DiFabios Market & Caterer
1243 N. Providence Rd, Media
484.444.0850
difabiosevents.com

Wayside Market
469 S. Middletown Rd., Media
Donna and Lou Marcozzi
610.566.9989
waysidemarket.com

For buffet or sit down for more formal, staff-catered events:

PTG Restaurant & Caterers
6813 Ridge Avenue in Philly
Call Gill: 215.487.2293
ptgrestaurantandcaterers.com