

# ST. JOSEPH PARISH – FACILITIES REQUEST CHANGE FORM 2023-2024

Please fill out the form completely, sign the school use guidelines and return to Fr. Scott. You will be contacted by email within 10 days of receiving request.. PLEASE PRINT CLEARLY

**Today's Date:** \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

**EVENT:** (1 PER PAGE\*) \_\_\_\_\_

*\*Note: monthly meetings for the year count as 1 event.*

Date of Original Event: \_\_\_\_\_

New date(s) requested: \_\_\_\_\_

Reason for change: \_\_\_\_\_

**Please list any changes below:**

Event TIME: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Will children under the age of 18 be present? \_\_\_\_\_

If yes, are all coordinators/team members (18+) in compliance with our Safe Environment Requirement.? \_\_\_\_\_ (Please see reverse for compliance details.)

**GROUP CONTACT PERSON:**

NAME: \_\_\_\_\_

Cell Phone \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Thank You!**

Request Approved By Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into electronic calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*St. Joseph Parish is a SAFE ENVIRONMENT for children**

The following information applies to adults who are scheduling events or meetings where children & youth are present. In addition, events that provide childcare for children under the age of 18 years require (2) PGC certified adults 18+ supervising the children.

Thank you for sharing your time and talent with the children and young people of our parish. In order to insure that all of our children are safe, the Archdiocese of Newark requires that every adult working with children complete a thorough application process. This process includes the following:

**1) APPLICATION & CRIMINAL BACKGROUND CHECK:** : Every adult over 18 years of age must complete the “Archdiocese of Newark Volunteer Application”. A confidential background check is conducted on each individual by our pastor through Lexis/Nexis—Choicepoint.

**2) CODE OF CONDUCT:** All adults must thoroughly review the “Archdiocese of Newark Policies on Professional & Ministerial Conduct and sign a Code of Conduct/Ethics

**3) PROTECTING GOD’S CHILDREN (PGC) WORKSHOP:** Every adult is required to attend a workshop entitled “Protecting God’s Children” aimed at raising awareness about the problem of child sexual abuse and how to prevent this from happening in our institutions.

**If any coordinator or team/group member working on this event with minors has not completed part or all of these requirements, please contact *Diane Maglione* at least 15 days PRIOR to the date of the event... 201-342-6300**

**Failure to comply with this requirement will result in the cancellation of the event or, at minimum, the postponement of the event until ALL adults have been properly screened and trained.**