

# ST. JOSEPH PARISH - FACILITIES REQUEST 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.

Description of Event \_\_\_\_\_

Is this event for youth/teens? Yes  No  Are all coordinators/team members (18+) in compliance with our Safe Environment Requirement? Yes  No  \*\* See other side of sheet for compliance details.

**EVENT INFORMATION** (If more than 1 date is being requested please attach your 2023-2024 calendar starting July 1<sup>st</sup> 2023 and ending June 30<sup>th</sup> 2024.)

Date(s): \_\_\_\_\_

# of people attending event: \_\_\_\_\_

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

SET UP TIME needed: Yes  No  (if yes, please describe below)

**LOCATION PREFERENCE:**  Church  Cafeteria  Cafeteria Kitchen  Gym  Gym Hallway  Classroom(s)  Rectory Conference Room  Lawn  Parking Lot

**GROUP CONTACT PERSON:** (Who do we contact if there is a date or location change?) Are you a registered parishioner? Yes  No  If not, how were you referred to our parish?

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

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Between the hours of \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

**Thank You!**

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

Outside Groups: Insurance Certificate on file \_\_\_\_\_ Date: \_\_\_\_\_

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

Date	Logged By	

**\*\*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.**

## 2023-2024 Holidays

**Please note:** *The parish office will be closed on the following days. Therefore, you may not schedule events of any kind on these dates since there is no staff on premises and no access to the buildings.*

Labor Day, September 4  
Columbus Day, Monday, October 9  
All Saints Day, Wednesday, November 1  
Thanksgiving & day after, Thursday & Friday, November 23 & 24  
Christmas, December 22, 23, 24, and 25th  
New Year's, December 29 and January 1  
Martin Luther King, Jr., Monday, January 15  
President's Day, Monday, February 19  
Good Friday, March 29  
Easter Monday, April 1  
Memorial Day—Monday, May 27  
Independence Day—Thursday, July 4

## School Use Guidelines – Cafeteria/ Kitchen

- **AT NO TIME** are any school doors **be held open by an object such as a plant or chair or left ajar**. Doors must be “manned” by an adult who supervises admission into the school and then locked once everyone has entered the building. The door may not be left open or ajar for “late comers”.
  - ALL Children must be supervised at all times. Children MUST remain in the same room as the adults and are never permitted in the kitchen. Children may not roam the halls/stairwells or play outside, as this is a safety issue.
  - All items in refrigerators are reserved for those who purchased them. • Limited paper products are available; this must be arranged through the rectory office, prior to the event.
  - Dispose of all leftovers immediately. Do not leave any items in the refrigerators
    - The use of the stove and cooking of any kind is prohibited due to the absence of a suppression exhaust system. You may warm up prepared foods with sternos is allowed.
  - Sinks, counters range top etc. must be wiped down.
  - The floor should be swept and a damp mop used to clean any spots. (You will be informed of the location of the cleaning supplies)
  - All trash must be taken out to the dumpsters located in the school parking lot and new garbage bags placed in the containers.
  - All lights must be turned off, including those in restrooms.
  - Locked areas and doors must be checked and locked.
  - Limited alcohol usage may be permitted for some events, but special permission is required. (Please request permission from the parish office.)
  - Recycling is *required*, marked bins are placed throughout the building.
- Hand Sanitizer should be made available for people to use.  
All rooms should be sanitized and disinfected after the event or meeting is concluded.

**EVERY EFFORT MUST BE MADE TO KEEP  
THIS BUILDING SECURE AT ALL TIMES,  
EVEN DURING THE WEEKEND.**

**I have read the above guidelines, I understand them and I will abide by them.**

Event Coordinator Name (PRINT): \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_

## School Use Guidelines – Gymnasium

- **AT NO TIME** are any school doors **be held open by an object such as a plant or chair or left ajar**. Doors must be “manned” by an adult who supervises admission into the school and then locked once everyone has entered the building. The door may not be left open or ajar for “late comers”-Latecomers may ring the bell, which can be easily heard from the gym doors.
  - ALL Children must be supervised at all times. Children must remain in the same room as the adults and are never permitted in the kitchen. Children may not roam the halls/ stairwells or play outside, as this is a safety issue.
  - The gym and the gym corridor should be left in the same condition as they are found. All tables and chairs need to be returned to their proper location. Please sweep the floor. (You will be informed of the location of the cleaning supplies)
  - The doors to the far right and far left are entrances to the gymnasium.
  - Plastic bottles are to be disposed of in the recycling bin.
  - The bathrooms are to be checked before leaving the school and all lights are to be turned off.
  - Air condition unit and public address system are to be turned off.
- Hand Sanitizer should be available for people to use.  
The gym should be sanitized and disinfected after the event or meeting is concluded.

**EVERY EFFORT MUST BE MADE TO KEEP  
THIS BUILDING SECURE AT ALL TIMES,  
EVEN DURING THE WEEKEND.**

**I have read the above guidelines, I understand them and I will abide by them.**

Event Coordinator Name (PRINT): \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_