

# ST. JOSEPH PARISH - FACILITIES REQUEST FORM 2016 - 2017

Please fill out the form completely, sign the school use guidelines and return to the parish secretary, Laura Croce.  
You will be contacted by Laura after your request is submitted for confirmation/changes

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 \_\_\_\_\_

## EVENT INFORMATION: exact times are needed

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.**

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

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

SET UP TIME needed:  No  Yes From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Describe set up : \_\_\_\_\_

- LOCATION PREFERENCE:**  Church  Cafeteria  Cafeteria Kitchen  
 Gym  Gym Hallway  Gym Kitchen  Classroom(s)  Teacher's Lounge  
 Little Flower (Rectory Dining Room)  Mt. Carmel (Rectory Living Room)  
 Counting Room  Third Floor Meeting Rooms (*Room will be assigned according to need*)  
 Tents  Parking Lot

## GROUP CONTACT PERSON: (Who do we contact if there is a date or location change?)

Are you a registered parishioner? Yes  No  Are you a St. Joseph's School parent? Yes  No

If neither of the above, 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: \_\_\_\_\_

Request Approved by Principal: : \_\_\_\_\_ Date: \_\_\_\_\_

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

Date	Logged By	Notes

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

The following information ONLY applies to adults who are scheduling events or meetings for children & youth.

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.**

201-343-4316 [dmaglione@stjosephbogota.org](mailto:dmaglione@stjosephbogota.org)

**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.**

## 2016-2017 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 5  
Columbus Day— Monday, October 10  
All Saints Day—Tuesday, November 1  
All Souls Day—Wednesday, November 2  
Thanksgiving & day after, Thursday & Friday—November 26 & 27  
Christmas— December 24, 25th and 26th  
New Year's—December 31 and January 1  
Martin Luther King, Jr.— Monday, January 16  
President's Day— Monday, February 20  
Palm Sunday—April 9th  
Good Friday—April 14th  
Holy Saturday—April 15th  
Easter—April 16th  
Easter Monday—Monday, April 17th  
Memorial Day—Monday, May 29  
Independence Day—Saturday, July 4  
Labor Day—September 4th

## 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.
- Any utensils, pots, pans must be washed and returned to their storage area.
- All coffee pots or thermos must be emptied and cleaned and left to air dry.
- Cooking of any item that produces grease or involves the use of cooking with oil **is prohibited**; due to the absence of a suppression exhaust system.
- Stove, oven and other appliances must be turned off.
- The slicer is not to be moved.
- Sinks, counters range top etc. must be wiped down. (Plastic buckets, bleach , and cleaning products are located under the counter to the right of the sink, under the window.)
- 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 encouraged.

**PLEASE REMEMBER THAT CHILDREN ARE IN THE SCHOOL DAILY  
AND 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”.**
- 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 gates on the first floor of the school must remain closed AND locked at all times.
- 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)
- All students are to be in the gym or gym corridor under adult supervision. They should not be in the lobby or on the staircase.
- The plants in the corridor should not be moved. 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.

### Kitchen in Gym Corridor

- You are to supply your own paper goods. The supplies in the kitchen have been purchased by different groups or the school itself.
- Any utensils, pots, pans etc. must be washed and returned to their storage areas. Nothing should be left to “air dry”.
- The floor should be swept and a damp mop used to clean any spots.
- Trash and recycling must be taken out to the dumpster located in the school parking lot. New garbage bags should be placed in the containers.
- All doors must be locked and lights turned off.

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