

ST. JOSEPH PARISH - FACILITIES REQUEST FORM 2017-2018

Please fill out the form completely, sign the school use guidelines and return to the parish administrative assistant. You may scan and email this form to mychurch@stjosephbogota.org Incomplete forms will not be processed. You will be contacted by the parish admin. asst. 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)* Teachers' Lounge*
 Rectory Dining Room Rectory Living Room Counting Room Tents
 Parking Lot **use of the classrooms and teacher's lounge is at the discretion of the school principal*

GROUP CONTACT PERSON: (Whom 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 these requirements, please contact *Diane Maglione* at least 15 days PRIOR to the date of the event.

201-343-4316 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.

2017-2018 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
All Souls Day—Thursday, November 2
Thanksgiving & day after, Thursday & Friday—November 23 & 24
Christmas— December 24, 25th and 26th
New Year's—December 31 and January 1
Martin Luther King, Jr.— Monday, January 15
President's Day— Monday, February 19
Palm Sunday—March 25th
Good Friday—March 30th
Holy Saturday—March 31st
Easter—April 1st
Easter Monday—Monday, April 2nd
Memorial Day—Monday, May 28
Independence Day—Saturday, July 4
Labor Day—September 3rd

School Use Guidelines - Cafeteria Kitchen

- **AT NO TIME are any school doors to 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 thermoses 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 to 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)
- The teachers’ lounge is not to be used for any reason unless permission has been given by the school principal; this includes using the rest room or the sink.
- The plants in the corridor should not be moved.
- Plastic bottles are to be disposed of in the recycling bin.
- The bathrooms are to be checked that they are reasonably clean before leaving the school and all lights in the building are to be turned off.
- Air conditioning, if turned on, should 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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