

SAINT JOSEPH PARISH CALENDAR -- PROTOCOL FOR REQUESTING SPACE

Requesting Space:

1. School & CCD activities enjoy a priority in the school and gym.
2. Liturgy, religious education and spiritual formation enjoy a priority in the Church, Chapel and Pax Christi Center.
3. Parish and school activities enjoy a priority over outside and/or non-parish activities in the East Room.
4. Church, Narthex and/or Chapel require a reservation at all times and is not to be assumed at any time.
5. Activity planners are required to include set-up, breakdown and clean up in their reservation.
6. Activity planners are required to check the calendar as they may need to dismantle and reassemble an arrangement already set-up for a daily school activity.
7. Activity planners for special weekend activities are responsible for set-up, breakdown and clean up.
8. Activity planners/parents are reminded of the sensitive responsibility of the supervision of the younger members of our community. It is important for their safety and for the proper care of our facilities.

Expediting Your Request:

1. Go to our website (www.stjoesmendham.org) and click on the link for the parish calendar.
2. Review the dates you would like to request.
3. **Scroll down the right side of the calendar to view an expanded list of events for your specific day.**
4. Chose your dates according to availability
5. Submit your request to the attention of "Parish Calendar Office" via the link on our website, fax (973-543-6025), mail (St. Joseph Church, 6 New Street, Mendham, NJ 07945) or drop-off at the Parish office. All requests must be submitted in writing.
6. Requests are processed several times a week. **To confirm your request please check the Parish calendar on our website. We will contact you only if your request cannot be honored.** If you do not have access to the Internet, we will confirm your request via a phone call or fax.

Custodial Services:

1. Parish and School have the services of custodial staff for ordinary maintenance and routine set-ups during the week.
2. **There is no routine weekend custodial service.**
3. Special services for events of both parish and school should be arranged with ample notice and consultation with the Buildings and Grounds Supervisor (Kevin Cocca 973-543-3645).
4. Buildings and Grounds Supervisor may be available for extra service. Remuneration will be expected.

Entrance to the Facility after 4:30 pm and Exiting the Facility:

1. Do not assume the facilities will be open after 4:30.
2. Activities scheduled after 4:30 pm will be required to obtain the appropriate key from the Parish House before 4:30 pm unless alternative and explicit arrangements have been made with a member of the parish or school staff.
3. Keys obtained prior to scheduled events must be returned to the rectory back door drop slot after clean-up or to the Parish House no later than 9:30 am the next day unless other arrangements have been made with the Parish secretary or a member of the Parish staff.
4. Whether or not you have opened the facility for an evening event, you are responsible to lock that portion of the facility unless you have made explicit arrangements with another person or group using that same area of the facility.
5. Do not assume the other group is taking responsibility for checking that part of the building.
6. Failure to lock doors properly results in our being called during the nightly police inspection in which case we must do a security check with the police. THIS CAN OCCUR ANYTIME BETWEEN 11:00 pm AND 6:00 am.
7. Upon departure please turn off all lights and check water faucets and drains – including the restrooms.

Garbage and Recyclables:

1. Please remove all garbage and recyclables to the proper containers before departure.
2. Containers are located behind the School for a) general garbage, b) paper and cardboard recyclables and c) glass, plastic and aluminum/tin.
3. Please dispose all items in the proper containers.

Kitchen Information:

1. ***The kitchen is inspected on a regular basis by borough officials and classified.***
2. All leftover food must be removed after all meetings and special events.
3. For health reasons, any provisions left overnight will be disposed of the next day.
4. All alcoholic beverages must be removed at the conclusion of adult events.

ON-LINE REQUEST FOR CHURCH / SCHOOL / NARTHEX SPACE

Saint Joseph Church
 6 New Street, Mendham, NJ 07945
 973-543-5950 (office/ext. 18)
 973-543-6025 (fax)

OFFICE USE ONLY	
Date Received	_____
Date Approved	_____
Approved By	_____
Copy to Pastor	_____
Copy to DRE	_____
Copy to School	_____
Copy to B/G Mgr	_____
Set-up Form Req'd	_____

PLEASE READ & PRINT PROTOCOL FOR REQUESTING SPACE
 PRIOR TO SUBMITTING THIS FORM

YOU MAY ALSO PRINT "REQUEST FOR CHURCH / SCHOOL /
 NARTHEX SPACE" FORM AND FAX, MAIL OR DROP-OFF.

Requests are processed several times a week. To confirm your request please check the Parish calendar on our website.
 We will contact you only if your request cannot be honored.

ALL FIELDS MUST BE COMPLETED FOR REQUEST TO BE CONSIDERED

	Event Name
	Request submitted by
	Date requested
	Phone
	E-mail
	Fax
	Sponsoring Group
	Person Responsible for Event
	Phone
	E-mail
	Fax
	Person Responsible for Set-up/Breakdown/Clean up
	Phone
	E-mail
	Fax
	Number of People in Attendance

ROOM(S) REQUEST / CAPACITY

<input type="checkbox"/>	Narthex / 000	<input type="checkbox"/>	Library (Lib) / 000
<input type="checkbox"/>	Church (C) / 000	<input type="checkbox"/>	East Room (ER) / 000
<input type="checkbox"/>	Chapel (CH) / 000	<input type="checkbox"/>	Faculty Room (FAC) / 000
<input type="checkbox"/>	Christopher House (ChrisH) / 000	<input type="checkbox"/>	Art Room (ART) / 000
<input type="checkbox"/>	Pax Christie Center (PAX)	<input type="checkbox"/>	Gym (A) / 000
<input type="checkbox"/>	Rectory Conference Room (REC)	<input type="checkbox"/>	Cafeteria (Caf) / 000
<input type="checkbox"/>	Parish House Conf Rm (PH) / 000	<input type="checkbox"/>	Kitchen-gym (KITgym)
<input type="checkbox"/>	Resource Rm. (RES) (old lib) / 000	<input type="checkbox"/>	Kitchen-cafeteria (KITcaf)
<input type="checkbox"/>	Other	<input type="checkbox"/>	

DATE & TIME INFORMATION

	Date(s) of Event
	Set-up time begins
	Actual time of event (beginning & ending)
	Breakdown time ends
	Narthex items to be displayed