

**SAINT JOSEPH CHURCH**

6 New Street, Mendham, NJ 07945

973-543-5950 (office) ext. 18

973-543-6025 (fax)

[www.stjoesmendham.org](http://www.stjoesmendham.org)

**REQUEST FOR CHURCH / SCHOOL / NARTHEX SPACE**

**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 \_\_\_\_\_

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)

**ALL FIELDS MUST BE COMPLETED FOR REQUEST TO BE PROCESSED**

EVENT NAME \_\_\_\_\_

REQUEST SUBMITTED BY \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_ 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 \_\_\_\_\_

OTHER INFORMATION (extensive room set-ups, special requests) \_\_\_\_\_

ROOM	ROOM	ROOM	ROOM
<input type="checkbox"/> Narthex	<input type="checkbox"/> Pax Christi (PaxC)	<input type="checkbox"/> School Library (Lib)	<input type="checkbox"/> Gym (A)
<input type="checkbox"/> Church ( C )	<input type="checkbox"/> Rectory Conf. Rm (Rec) (available 1/01/04)	<input type="checkbox"/> East Room (ER)	<input type="checkbox"/> Cafeteria (Caf)
<input type="checkbox"/> Chapel (Ch)	<input type="checkbox"/> Parish House Conf. Rm -2nd floor (PH)	<input type="checkbox"/> Faculty Room (Fac)	<input type="checkbox"/> Kitchen-gym (KITgym)
<input type="checkbox"/> Christopher House (ChrisH)	<input type="checkbox"/> (available after 4pm only)	<input type="checkbox"/> Art Room (Art)	<input type="checkbox"/> Kitchen-cafeteria (KITcaf)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Resource Rm-old library (Res)		

DATES	SET-UP TIME BEGINS	TIME OF EVENT (beginning & ending)	BREAKDOWN TIME ENDS	ITEMS DISPLAYED (NARTHEX ONLY)

# REQUEST FOR CHURCH / SCHOOL / NARTHEX SPACE

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