



SAINT JOSEPH PARISH

Facility Request Form

April 1, 2011 to June 30, 2012

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Please provide all information on both pages and forward to the Pastoral Staff member assigned to your parish group at least **two weeks** before the date of the meeting or event. If possible, save this file in a Word format and attach to an e-mail submission.

Our facilities belong to all of us. As members of a community, each of us is responsible to maintain a safe and clean environment out of respect for others who share the facilities. **All groups and individuals must follow all Parish Policies for the Use of Facilities, especially for security, set-up, room usage, and clean-up.** See the parish website for Facilities Policies. The last group using the Koenig Center before the Sunday Family Mass is responsible for the complete set-up of the room for that Mass.

Facility requests will generally **not** be accepted for dates during our Parish Mission, Feb 26-28, 2012, and Holy Week, April 1-8, 2012. If you have questions on this form or parish policies, please contact the Pastoral Staff member assigned to your parish group.

				Name of Parish Organization		
				Name of Contact Person for this meeting or event (published on website calendar)		
				E-mail address of Contact Person (published on website calendar)		
				Phone number of Contact Person (add YES or NO to publish on calendar)		
				Name of Meeting or Event		
				Actual Start and End time of meeting or event, not including set-up and clean-up times (please state a.m. or p.m.)		
				Set-up time required, in minutes (parish suggested guidelines: zero to 30 minutes for small meetings, 30-60 for large meetings and 60-120 for special events).		
				Clean-up time required, in minutes (see above guidelines).		
				Date of Meeting or Event (or first date of recurring series)		
				Provide date recurrence details and end date (weekly, monthly, 3 rd Tuesday, etc.); if not clear, please state exact dates ; Rooms requested must be identical for all dates; if not identical, please submit separate requests.		
		< Today's Date		< Total number attending		< Number of minors (under age 21) attending
		< Will alcohol be consumed by adults? (Y/N)			< Will a meal (or extensive appetizers) be served? (Y/N)	
Description of Meeting or Event						

choice	Parish Office & Ministry (POM) Center	Guidelines & Comments
	Meeting Rooms	
	Loughry Room	see Facility Use Policies for clean-up guidance when serving meals on weekends
	Emmaus Room	
	Mary Room	
	Saint Joseph Room & Garden	
	Saint Therese of Lisieux Room	
	Parish Library	Library available Monday to Friday only
	Other Rooms in POM Center	
	Cana Room	Normally reserved only by Marriage Preparation Ministry
	Bereavement Ministry Room	Normally reserved only by Bereavement Ministry
	Kitchen in POM Center	Kitchen available only weekdays after 4 p.m. & all day Saturday & Sunday
	Garage of POM Center	Use of garage requires advance approval

	Koenig Center	The Koenig Center is not available on School Days from 7 a.m. to 2 p.m.
	Room & Kitchen Combined	(small groups may occasionally be asked to share Koenig Center)
	Room Only	see page 1 for Family Mass set-up on weekends; see note below for bathrooms.
	Kitchen Only	see Facility Use Policies for clean-up guidance when serving meals on weekends

	School Building	The School Building is not available on School Days from 7 a.m. to 2 p.m.
	Classrooms	
	Gym Foyer	
	Gym	Contact the School for approval and note date of approval in comments field below.
	School Library	
	Religious Ed. Conference Room	Evenings & Weekends only; use requires approval by Religious Ed.

	Formation Center	see Facility Use Policies for clean-up guidance when serving meals on weekends
	Room B	
	Room C (middle room)	
	Room D (room on rear parking lot side)	

	Church (book church <u>and</u> narthex for liturgies)	Normally reserved for liturgical, sacramental preparation & music purposes
	Narthex of the Church	The narthex is intended for gatherings of our community and for information sharing about our ministries. No sales or parish organization fundraising is allowed.

	200 Building Lower Level	
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Comments, Instructions or Special Requests	[add your comments here.....] (note: for social events in the Koenig Center, you may need to also book the Loughry Room for bathroom access, and/or request access to the school bathrooms in the gym foyer.)
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