

# ST. JOSEPH PARISH - FACILITIES REQUEST FORM (2010-2011)

Please fill out the form completely and return to the parish secretary, Liz Michaels

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 \_\_\_\_\_

\_\_\_\_\_

Is this event for youth/teens? Yes  No  Please provide a list of all coordinators and team members (18 or over). Are they all in compliance with our Safe Environment Requirement? Yes  No  \*\* See other side of sheet for compliance details.

## EVENT INFORMATION:

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

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

SET UP TIME needed:  Yes  No (if yes, please describe below)

\_\_\_\_\_  
\_\_\_\_\_

## LOCATION PREFERENCE:

Church  Cafeteria  Cafeteria Kitchen  Counting Room  Convent

Gym  Gym Hallway  Teacher's Lounge  Tents

Classroom(s) \* \_\_\_\_\_

## 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 Fr. Richard Supple: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved By Jim Newman: \_\_\_\_\_ Date: \_\_\_\_\_

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

Request Logged On Master Calendar: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Logged By	Notes

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

The following information ONLY applies to adults (18 and older) who are scheduling/chaperoning 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:** Every adult over 18 years of age must complete the “Archdiocese of Newark Application for Employees and Volunteers.”
- 2) CODE OF CONDUCT:** All adults must thoroughly review the “Archdiocese of Newark Policies on Professional & Ministerial Conduct
- 3) CRIMINAL BACKGROUND CHECK:** A confidential background check is conducted on each individual by our pastor through Choicepoint.
- 4) 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 *Patty Rodriguez* in the Office of Faith Formation at least 15 days PRIOR to the date of the event.**

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