

St. Joseph Parish Room Request Procedures

Procedure for Room Request(s)

- Groups/Ministries should submit calendar requests for room(s) for the entire year by June 1st to the Parish House. (Calendar year runs July 1st through June 30th.)
 - St. Joseph Parish House
 - 6 New Street
 - Mendham, NJ 07945
 - Fax 973-543-6025
- Parish Calendar Room Request Forms may be found on the St. Joseph Parish website www.stjoesmendham.org under *Request for Space*; or at the Parish House.
- If space is needed on an impromptu basis:
 - Complete the hard copy form and return to the Parish House, or
 - Complete the form online www.stjoesmendham.org, or
 - Contact the Parish House if the room request is immediate: 973-543-5950 x 24
- Church, Chapel and Narthex require a reservation.
- If a room set-up by Maintenance is required for an event, complete the room set-up request form available on the website or the Parish House. The form must be returned to the Parish House at least one week prior to the event. Room set-up by Maintenance is not available on weekends unless approved in advance.
- If your meeting/event plans change and your group does not require the space reserved, please contact the Parish House to cancel the space reservation.

Process for Room Request(s)

- After receipt of room request, activities are scheduled according to the following priority criteria:
 - School and CCD/TLC/Confirmation activities in the school and gym
 - Liturgy, religious education and spiritual formation in the Church and Chapel
 - Parish and School activities in the East Room
- Impromptu room requests are scheduled based on room availability. If the room requested is not available, you will be contacted to move the event to another space if available or re-schedule the event.

Maintenance Services

- Parish and School have the services of maintenance staff for routine set-ups during the week
- There is no routine weekend maintenance service. Planners for activities scheduled on the weekend are responsible for set-up, breakdown and clean-up.
- Special services for parish or school events should be arranged at least 1 week in advance with the maintenance staff.
- Activity Planners and parents are responsible for the supervision of the younger members of the St. Joseph Parish Community. It is important for their safety and for the proper care of the facilities.

Post Event Clean-up

- It is the responsibility of the group to remove all garbage and recyclables, and place in dumpsters outside the East Room.
- All leftover food must be removed after all events.
- It is the responsibility of the group to leave the facilities clean and in order following the event.

Entering and Exiting the Facility

- A key to the facility(ies) for activities after 4:30 PM may be required to enter the room(s) for activities. Please check with the Parish House prior to the event to ensure room access. Keys are required to be returned to the Parish House by 9:30 AM the next business day.
- Groups meeting for an evening event (after 6:00 pm) are responsible to lock up the area upon conclusion of the meeting.
- Upon departure: turn off air conditioning/heat; turn off lights; check water facets and drains including the restrooms.

Policy for Sports Teams' Use of Gym

- All teams must assign a team parent to monitor the hallways to the Church and East Room corridors. The parent monitors are responsible to keep all hallways, bathrooms, cemetery, Chapel, and Church clear of wandering children.
- All players and spectators must remain within the gym.
- If a child is found unattended anywhere outside of the gym, they must be escorted back to their parents.
- At the conclusion of each game, the coaches and the parents of the St. Joseph team that has just concluded its game must inspect and clean all facilities including: bathrooms; all three hallways; all bottles and garbage picked up; empty canisters at entrance ways; empty trash into green dumpster; mop floors; scoreboard off and put away; air conditioner/heat off; lights off; doors closed at all times (no rocks to hold doors open).
- The last team playing/practicing on a weeknight, Saturday night or Sunday afternoon or evening will be held responsible for the facility and locking the facility.
- If a practice or game is cancelled, the team coach is required to contact the Parish House at 973-543-5950 x 24. In the event the last team of the night cancels, the coach of the team prior must be contacted to ensure the facility is clean and locked up.
- Practice or a game may not take place unless it is scheduled by the Parish House.