

SAINT JOSEPH PARISH FACILITY RESERVATION REQUEST

Organization:	Requester:	_____ Sponsored by Parish _____ Independent Activity _____ Certificate of Insurance (Proof of insurance needed <u>before</u> scheduling event)
Will Youth be attending: yes no (circle one)	If yes: names of two adults with Diocese of Harrisburg YYP Clearance and Badge #:	Adult one: _____ Badge number: _____ Adult two: _____ Badge number: _____
Cell Number:	E-mail:	Will food or drinks be offered? Yes No (please circle) If yes, describe: _____
Date Submitting Form: _____	Event Name: _____ Is this meeting related to any fundraising? Yes No (please circle)	

<input type="checkbox"/> EVERY <input type="checkbox"/> EVERY OTHER <input type="checkbox"/> ONE TIME EVENT	<input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY	START DATE: _____ END DATE: : _____ EVENT TIME: _____ SET UP TIME REQUESTING: _____ PUBLISH IN BULLETIN: YES / NO EVENT NAME: _____ (How it should appear in the schedule and /or bulletin) # OF ATTENDEES: _____ SPACE/RM REQUESTED: _____ (2 nd option) _____
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PARISH OFFICE COMPLEX:	PARISH LIFE AND EDUCATION CENTER:
Brindle Hall – 120 people (food allowed)	Gym – 600 people
Lee Horan – 30 people	Saint Joseph Hall (cafeteria) – 200 people (food allowed)
John Paul II – 20 people	Library – 40 people
	Art Room – 30 people
	Music Room – 30 people
	Classrooms – 30 people

Please allow at least 14 business days for a response, if the request is submitted within the current school year. All events are coordinated after Church, Religious Education, and School Events are scheduled. There are well over 7,000 events scheduled annually in our parish.

All other events planned for the next school year, will be processed as soon as we are able.

FOR OFFICE USE ONLY:

Received date	Date Reviewed	Scheduled	Emailed Response
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		yes / no	
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ABOUT FACILITIES RESERVATIONS

1. Every effort will be made to schedule your activities and events as requested.
2. Priority of Facility Usage respectively is: Diocese of Harrisburg, Saint Joseph Parish, Saint Joseph School, Religious Education Program (REP), affiliated organizations and then non-affiliated organizations.
3. In the event of conflicts, alternative comparable facilities will be scheduled, if available.
4. You will receive an email confirmation on the event(s). Please review this schedule and confirm by a return email. You may also request adjustments to the schedule at this time.
5. There are times when previously scheduled meetings or events must be moved or, in rare cases, cancelled, owing to an event that has first priority (for example, a funeral), or one which is part of the Parish's core mission (for example, a School event or a meeting called by the Pastor). Events may also be moved or cancelled owing to unexpected facility problems or maintenance needs. You will be notified as early as possible when your meeting is affected.
6. Throughout the year, it is requested that additions or changes to your schedule be made at least two weeks in advance. If you wish the item to be listed in the bulletin, it should be received by 9:00 AM of the Monday preceding the date of the bulletin.
7. A bulletin announcement is not automatically included with your facilities request. Please email bulletin ads separately to the Parish office 9:00 AM of the Monday preceding the date of the bulletin to bulletin@stjosephmech.org.
8. The Parish will provide a list of "No Play Dates" which are days reserved for special occasions and no other events may be scheduled. (Example: Holy days)
9. **No** events may be scheduled in any facilities while REP classes are being held. REP classes are held on Monday evenings during the school year.
10. No events can be scheduled during the timeframe that Masses are held for weekly Sunday obligation (including Saturday Evening Mass) or Holy Day obligation (including the Vigil and Holy Day Masses).
11. No events may be scheduled in the Parish Life and Education Center during normal school day activities.
12. Independent Activities need proof of insurance before activity is scheduled.
13. All scheduled events must end by 9:00 PM to allow for facility maintenance and security purposes.
14. If the Saint Joseph Parish Campus is closed due to weather related issues, then all scheduled events for that time frame are automatically cancelled. Please contact the parish office with any questions.
15. The parish office reserves the right to change facilities, times, and dates based on changes requested by the Pastor.
16. Refreshments (food and drinks) may only be offered/served in Saint Joseph Hall (school cafeteria) and Brindle Hall. There is no eating and drinking in any of the other rooms.
17. Any exceptions to the posted rules must be pre-approved in writing by parish office staff.
18. Facility reservation requests will be taken on a first come first serve basis (except for parish related or Sacramental events, which take priority over all other events).
19. There is NO smoking anywhere on the Saint Joseph Campus, nor are alcoholic beverages permitted on the campus.
20. Please leave all facilities in better condition than you found them!

Form can be submitted 4 ways:

*Email to: schedule@stjosephmech.org

*Drop it off at the Parish Office, if office is closed please place in our drop box to the left of the office door.

*Mail it to: Saint Joseph Catholic Church, Attention: Scheduler, 410 E. Simpson Street, Mechanicsburg, PA 17055

**Thank you for all you do in making Saint Joseph Parish a
vibrant and active faith community.**