

ST JOSEPH USE OF FACILITIES REQUEST FORM

Group: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Building: \_\_\_\_\_  
 Room: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Day: \_\_\_\_\_

Type of Function: \_\_\_\_\_

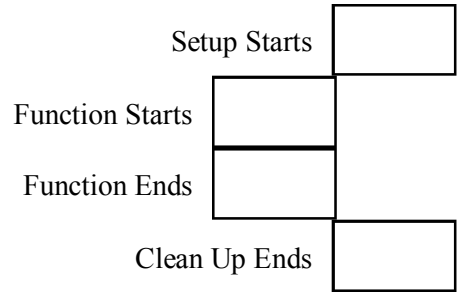
Affiliated with St Joseph Parish:     Yes         No

Expected Attendance: \_\_\_\_\_

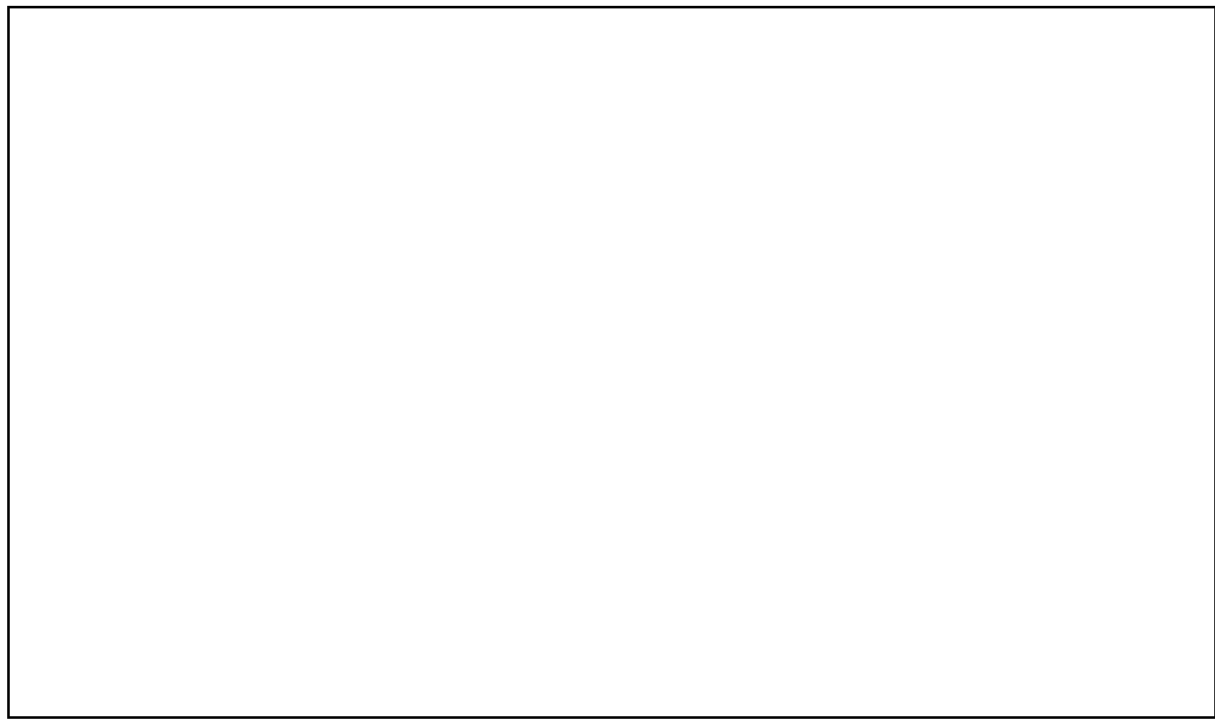
We need: *(please note # of items requested)*

\_\_\_\_\_ Chairs    \_\_\_\_\_ Tables  
 \_\_\_\_\_ Sound System    \_\_\_\_\_ Use of A/V Equip.

Will you need a microphone and the sound system? Yes / No  
 Do you need A/V equipment? Yes / No Type: \_\_\_\_\_  
 Are you planning on serving food? Yes / No  
 Are you planning on serving drinks? Yes / No  
 Special Items Needed:



If special arrangement of furniture needed, please draw diagram below:  
 Please contact Jerry Peters, (516) 903-7980, one week before event to review needs.



Received: \_\_\_/\_\_\_/\_\_\_    OK'd \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_    Recorded \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_    Acknowledged \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_

## Use of Facilities guidelines

**Priority:** Church and Church related programs receive priority over other groups.

**Responsibility:** Applicant will be held responsible for order, safety and decorum.

**Smoking:** There is no smoking allowed in any of the Parish buildings.

**Area restrictions:** People attending functions are restricted to the areas requested on this application.

**Tidiness:** Meeting rooms must be left in neat and orderly condition. A written notice will be sent to groups violating this requirement and a second offense will result in revocation of the group's permission to further use of the facilities. The group will be responsible for any damage caused by its members.

**Personal Liability:** Whenever buildings are used, there is the possibility that persons may be injured and may bring legal action for personal liability. Each organization should consider temporary insurance for protection.

**Time:** The use of facilities normally ends at 9:00 pm, the end of our maintenance department's day. Should a group need the facilities beyond this time, they will be required to pay the labor and utility overtime (\$125 an hr). All functions and clean up must be completed by 11:00 pm.

**Authority:** The Pastor is authorized to deny permission to any group and is authorized to substitute one meeting room for another, as parish needs demand.

**Cancellations:** Any cancellation of this activity will be broadcast on WALK and WBLI. It is the responsibility of the organization to make these cancellations, including notification of the rectory (588-8456). Rescheduling of such canceled events must be done in writing.

**Committee:** When use of the kitchen facilities is requested, the organization will have a committee member (licensed by the County Board of Health) receive instruction in the operation of the desired equipment, prior to use. The committee is responsible for the proper clean up of the kitchen and equipment in accordance with Board of Health regulations.

We understand and accept the above guidelines.

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_