

CALENDAR PLANNING • FACILITY USE REQUESTS INSTRUCTIONS

The facilities of St. Joan of Arc Catholic Church are available for use by Parish Clergy, Parish Staff, Parish Ministry Groups and for Diocesan sponsored activities. All requests are presented to Parish Directors who will process the request for approval. If approved, the Parish Director will authorize the reservation of the activity, meeting or event on the parish calendar.

Priority for usage of the parish facilities is as follows:

	Director
1) Weekend and daily Masses	Clergy and Sacred Liturgy
2) Funerals and Bereavement luncheons	Clergy and Missionary Discipleship
3) Sacramental Preparation and Liturgical matters	Sacred Liturgy
4) Youth Faith Formation (YFF), Adult Faith Formation (AFF) and Missionary Discipleship (MD)	Evangelization Missionary Discipleship
5) Ministries, committees, councils, groups, and Diocesan programs: on a first come basis.	Missionary Discipleship, Evangelization, Parish Life

Any group or individual inquiring to hold a meeting on-site, must request access from their Parish Director for approval and scheduling.

All **Request Forms** noted below need to be completed and submitted to your Parish Director for each separate activity. For example, Walking with Purpose AM session requires separate forms from the PM session; Fish Fry set-up on Thursdays requires separate forms from the Fish Fry held on Friday nights; the Men’s Ministry breakfast with the Pastor requires separate forms from the weekly Men’s Ministry meetings held on Saturdays; and recurring monthly meetings for a group requires a separate form from an event planned by the same group.

Please Note: **ALL Request Forms** may not be required for one-time planning or discussion meetings; however these meetings must be approved and scheduled through your Parish Director who will also confirm what forms are required based on each request.

The completed packet must be submitted for approval to your Director at least 30 days prior to the Date requested for any program, event, meeting or activity.

Each year, in Spring, a **Calendar Planning and Facility Use Request Packet** will be issued to the Leadership of all parish ministries and groups. **ALL** required **Request Forms** below must be submitted to your Director for their approval before the activity can be added to the parish calendar.

Only the Parish Director will submit **Approved Requests** to the parish office. Once submitted, the program, event, meeting (s) or activity will be posted on the parish calendar. The office may contact the ministry leadership for follow-up questions and/or details.

Please Note: The Parish office will not be able to add or change dates on the calendar. Please contact your Director for date additions or changes.

A **Post Event Report** may be required to be submitted within 30 days after completion of the program, event, or activity. Director’s will notify you upon approval of the event/activity if you are required to submit the report. Failure to submit may result in denial of future programs.

IMPORTANT NOTE: No activities, set-up, or clean-up can be held on-site or on the exterior grounds while Mass is being celebrated.

Mass Times

8:30 a.m. Monday thru Saturday • 6:15 p.m. Tuesday
5: 30 pm Saturday, 7:30, 9:30, 11:30 a.m. Sundays

REQUEST FORMS

- 1. Facility Use Request**
(Required for all on-site activities.) Forms due 30 days prior to the requested start date.
- 2. Room Set-up Request**
(Required if a special set-up of tables and chairs is needed.)
- 3. Guest Speaker Request**
(Required 30 days prior to **INVITING** any guest speakers either in-person or virtual.)
- 4. Fundraising / Vendor Request**
(Required if sales or donations are taking place.)
- 5. Volunteer / PGC Requirement List**
(Required for all activities where youth might be present.) Form must be submitted at least 10 days prior to start date. Director will return approved volunteers’ list before start date. Volunteers are not to be admitted if not on the approved list. (For use with Volunteer Sign-in Sheet)
- 6. Marketing Requests**
(Required if seeking advertising in parish bulletin, website, social media, and/or Flocknote)
- 7. Post Event Report**
(Required for most activities/events and must be submitted within 30 days of the end of the activity.)

FACILITY USE FORMS AND PGC POLICIES

- 1) Classroom Cleaning Checklist**
(All persons are responsible for wiping down their tables and chairs after use and taking trash from the classroom to the larger trash bin in the kitchen. Sanitizing wipes are located in each classroom.)
- 2) Social Hall Cleaning Checklist**
- 3) Safe-Environment Policies (For both Adult Volunteers and Youth Participants)**
- 4) Volunteer Sign-in Sheet (Should be used to verify against *APPROVED* Volunteer List above.)**

SAMPLE LIST OF MINISTRY GROUPS/EVENTS AND CORRESPONDING DIRECTOR AND PRIORITY # FOR CALENDAR PLANNING PURPOSES			
Ministry Name	Activity	Director	Calendar Planning Priority #
St. Teresa’s Outreach	Easter Food Box	Missionary Discipleship	4
Golden Classics	Monthly Meetings	Missionary Discipleship	4
Bereavement	Bereavement Meal	Missionary Discipleship	2
Parish Festival	Festival Set-Up	Parish Life	5