

Meeting/Class Arrangement Form



Our Lady Queen of Peace R.C. Church
209 U.S. Highway 206
Branchville, New Jersey 07826

Phone: 973-948-3185, Fax: 973-948-4799
Email: office@olqpbranchville.org

Name of Meeting/Class: _____

Purpose for Meeting/Class: _____

Event Date: _____ **Event Time:** _____

Space Being Reserved: _____

Host of the Meeting/Class: _____

Intended Guests: _____

Expected Number of Attendees: _____

Is the Meeting or Class Ongoing? (Y/N) Day of the week and time?: _____

Food:

Will the Meeting or Class involve food or beverages? (Y/N)

Is the food being catered?: (Y/N) if yes, by Whom?: _____

Are food and beverages being prepared and/or served by Our Lady Queen of Peace parishioners? (Y/N)

Is food being prepared in a kitchen at Our Lady Queen of Peace?(Y/N)

*Whenever food or beverages are being prepared in a kitchen at Our Lady Queen of Peace or are being served by our parishioners, there must be at least one (1) ServSafe Certified Food Handler present from beginning to end of the food and beverage preparation, serving and disposal during any and all food events.

ServSafe Certified Food Handler: _____

Set-up Crew: _____

Clean-up Crew: _____

Electronics/IT

Is there need of usage of any parish audio/visual or electronics devices? (Y/N) if yes, what will be used? _____

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IT/Electronics Trouble Shooter: _____

*No member of the parish staff will be held responsible for making any audio/visual, technological or electronic equipment work properly. This is the sole responsibility of the event host and their IT/Electronics Trouble Shooter. "Messing-up" previously working or the breaking of any parish IT/Electronics will result in the event host being held financially liable for all repairs or replacements.

Special Presentation(s): _____

Guest Orator(s): _____

*Any and all guest speakers are subject to the approval of the Pastor and must be in full communion and good standing with the Catholic Church.

Notes:

- 1) The pastor must approve all meetings or classes no later than one month before the meeting or class is to occur or begin continuously.
- 2) The reservation of the hall space must be made at least one and a half months in advance with the parish office manager, Mrs. Jenn Durso.
- 3) Meetings or Classes that have not been approved by the Pastor are considered cancelled and are forbidden to occur.
- 4) The reservation of the space for the meeting or class does not include the reservation of any other parish spaces.
- 5) Any damage to the church or other spaces of the parish are the financial liability of the person or group sponsoring the meeting or class.
- 6) All presentations or classes must be fitting to the nature, purpose and mission of the Catholic Church.
- 7) All guest speakers must submit their address, speech, presentation or keynote to the pastor no less than one week in advance of the event. And, at that time, the pastor reserves the right to cancel the event if he can show cause.

Meeting or Class Host's Signature:

Pastor's Approval: