

To: St. Joan of Arc Parish Ministries & Organizations
From: Susan Robison, Parish Office
Date: May 29, 2015
Subject: Facility Scheduling, Bulletin Articles, Copying, etc

It is time to schedule rooms for meetings, activities and events for July 1, 2015 through June 30, 2016. Please refer to the information below.

Enclosed you will find the following forms:

1. "Request for Room Scheduling"

- **WHEN SCHOOL IS IN SESSION**, activities requiring a room in the school **CANNOT BEGIN BEFORE 4:00 PM on Monday, Tuesday, Thursday and Friday and 6:00 PM on Wednesday (REP).**
- **SUMMER MEETINGS:** Due to summer cleaning, the school, gym, library, cafeteria, Room A/B and C are not available for meetings. *[June thru August]*. During the summer meetings will be held in the St. Lucy Conference Center. (The last group in St. Lucy's is asked to securely lock the front door with both locks and the back door should be locked, at the door knob only. Leave the keys inside on the kitchen counter beside the refrigerator.)
- Request for Room Scheduling forms must be submitted to the parish office by **Tuesday, June 15, 2015**. Scheduling may also be done online at www.stjoanhershey.org (downloadable forms)
- Keys are to be picked up at the parish office by 4 pm and returned to the "keydrop" in the main lobby of the school. After 4 pm pickup-to be determined
- Please refrain from scheduling meetings during Holy Week, 40 Hours, Holy Days, etc.

- **When the Parish Office is closed, there are no activities.**
2. **“2015/2016 Calendar”**
 3. **“Event/Room Cancellation/Reschedule”**
 4. **“Request for Bulletin Article”**
 - **Bulletin deadline is Monday at 9:00 AM for the following Sunday bulletin. (NOTE: If the parish office is closed on Monday, the BULLETIN DEADLINE WILL NOT CHANGE!!**
 - **Watch the bulletin for deadline changes due to holidays, vacations, etc.**
 5. **“Request for Copies”**
 - **When requesting copies, please allow us a two day turn around time.**
 6. **“Ministry/Organization Information”**
 - **All Ministries and Organizations are asked to fill out and return the enclosed leadership information form**
 1. **Please notify the parish office if any leadership changes occur**
 2. **If a new “leader” of your organization is stepping forward, please review and pass along all of this information**

Our parish family has grown in the past few years. By following these guidelines, you enable us to serve you better. If you have any questions or if you need extra forms, please feel free to contact me at 533-7168, ext. 100. We will be happy to help you.