

St. Mary's Academy Facility Use Packet

Property & Facility Use Guidelines and Policy

Facility Use Checklist



Additional facilities or services requested:

Custodial Services-Applicable fees to be paid by applicant

Use of Kitchen Facilities (special conditions apply if alcoholic beverages will be served)

A band or DJ will be present (additional conditions apply)

Additional requests:

I have received, read, and understand the Property and Facility Use Guidelines and Policies of St. Mary’s Academy under which this application will be governed. Furthermore, if this request is approved, I agree to abide by the policies and guidelines contained therein.

Signature of Applicant _____
Date

FOR OFFICE USE ONLY

Request approved
 Request denied, reason: _____

Principal’s or Development Director’s _____
Date
Signature

Facility Use Checklist

Prior to leaving St. Mary's Academy premises, please verify that all areas utilized have been left in the same condition as they were found. Place a checkmark by applicable items and return the checklist to the school office immediately following the event.

General Guidelines:

- tables, chairs, and equipment returned to original location
- all trash placed in trash receptacle; must provide own trash bags
- all floors swept
- all lights off
- doors locked

Kitchen:

- all pots, pans, utensils, etc. washed and stored away
- all appliances, countertops and sinks cleaned
- all floors cleaned
- refrigerator/freezer doors tightly closed
- range/oven burners turned off
- all food removed

Rest Rooms:

- all trash removed
- If necessary, floor swept

Borrowed keys must be returned to the school office immediately along with this checklist. Your signature below indicates that all applicable items have been completed.

Signature

Date

Property & Facility Use Guidelines & Policy

SCHEDULING PROCEDURE

Permission to use St. Mary's Academy may be granted upon receipt of a completed application and required fee. An activity should not be considered scheduled until such written request is received in the school office. All completed applications will be maintained at the school office. Classrooms are not available for use.

REIMBURSEMENT GUIDELINES

A building use fee of \$200 must be paid in advance. It is non-refundable.

GENERAL USAGE GUIDELINES

- +Respect for property—All facilities should be left in as good or better condition than were found. Classrooms should not be entered.

- +Event Supervision—All activities must be well supervised to ensure the physical safety of all participants and to ensure the proper care and treatment of St. Mary's Academy property. The event sponsor must be present during the event and is responsible for the proper behavior of the group, care of the facility, and any required security measures.

- +Furniture and/or Equipment—Set-up and dismantling of tables, chairs, televisions, video recorders, etc. is the sole responsibility of the activity/event sponsor unless previous arrangements have been agreed upon. Upon completion of the activity, all areas must be returned to their original condition.

- +Cleaning—A checklist is provided to the activity/event sponsor. In the event the requested activity requires additional custodial services, the sponsor will be charged an additional fee to cover the cost of such services.

- +Use of Kitchen—Requests for such use must be noted on the original application filed. All items must be properly cleaned and stored after use.

- +Caterers—Any group, organization, business or individual hired to cater a function to be held on School property must provide a Certificate of

Insurance Liability listing St. Mary's Academy and the Diocese of Albany as insured for \$1,000,000.

+Serving of Alcoholic Beverages—Permission to serve alcoholic beverages may be granted; however, all of the following criteria must be met:

1. A Certificate of Liability obtained—This certificate must name St. Mary's Academy and the Diocese of Albany as co-insured's, a copy must be on file in the school office prior to the scheduled event.
2. If the event or activity is catered, a Liquor License in addition to an endorsement to transport to and serve alcohol at another location must be provided and remain on file in the school office.

+Music—If a band or DJ has been hired to entertain during the activity or event, the sponsor must provide St. Mary's Academy with a Certificate of Liability from said band or DJ which names St. Mary's Academy and the Diocese of Albany as co-insured's.