

# *St. John Bosco Catholic School*

## **Facility Agreement and Guidelines**

### **2023-2024**

Welcome to St. John Bosco Catholic School. We are pleased that you have chosen our facilities for prospective use.

The use and occupancy of school property shall be primarily for St. John Bosco Catholic School and St. Benedict Church purposes. Any authorized use or occupancy of the property for other than SJB and St. Benedict's purposes shall be secondary and subordinate to this primary purpose. The extensive use of school buildings and grounds by community groups makes it imperative that definite rules, regulations, and policies govern the use of these facilities. Use of school facilities must be in accordance with the provision of the Parent/Student Handbook and the Facility guidelines listed below. If you need more information regarding the use of our facilities or assistance, please contact the St. John Bosco Catholic School front office at (480) 219-4848.

#### **Please note the following information and guidelines:**

1. Please submit the facilities request **at least 7 days prior** to the event.
2. Make sure the facilities request is filled out completely including the name, date, and time of the event so it can be added correctly to the SJB event google calendar.
3. Facilities request should be submitted to the principal for approval and then added to the SJB Google event calendar.
4. If any facilities are used after school hours or on the weekend:
  - a. The group/person in charge is responsible for setting up tables, chairs, etc. The school maintenance staff will not be available.
  - b. If using a classroom, the group/person in charge is responsible for making sure the classroom tables, desks, and chairs are in the original formation, lights are off, and classroom floors and areas are clean.
  - c. The group/person in charge is responsible for picking up trash and putting all requested materials away in the building used or the requested area by maintenance staff.
  - d. The group/person in charge is responsible for emptying all trash cans into the dumpster behind the MPR kitchen.
  - e. The group/person in charge is responsible for closing umbrellas and placing green chairs and tables in original formation.
  - f. The group/person in charge is responsible for turning off all lights and technology.
  - g. The group/person in charge is responsible for making sure all doors, restrooms, and gates are shut and locked.

I have read, understand, and agree to abide by the 2023-24 Facility Guidelines and Parent/Student Handbook.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*St. John Bosco Catholic School*  
**Facility Request**  
**2023-2024**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ ALT. Phone: \_\_\_\_\_

Room To Be Used: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Is this a one time use? \_\_\_\_\_ If no, please list dates: \_\_\_\_\_

**FUNCTION INFORMATION**

Type of function: \_\_\_\_\_ Number attending: \_\_\_\_\_

Maintenance staff (during school hours) is expected to begin preparation (SET-UP) by:  
\_\_\_\_\_ AM PM

Actual Start Time: \_\_\_\_\_ AM PM End Time: \_\_\_\_\_ AM PM

Set-up (group/person) is expected to be completed by: \_\_\_\_\_

Time of set-up will be completed by: \_\_\_\_\_ AM PM

Clean-up (group/person) is expected to be completed by: \_\_\_\_\_

Time of clean-up will be completed by: \_\_\_\_\_ AM PM

\*\*\*\*\* Please submit to Facilities Supervisor for approval \*\*\*\*\*

Approval? Yes or No

If no, reason \_\_\_\_\_

Added to calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

*St. John Bosco Catholic School*  
**Facility Request**

**REQUESTED MATERIALS**

# \_\_\_\_\_ tables round or long

# \_\_\_\_\_ microphones

# \_\_\_\_\_ chairs and/or benches

Stage? Y or N

# \_\_\_\_\_ outdoor lighting

Kitchen? Y or N

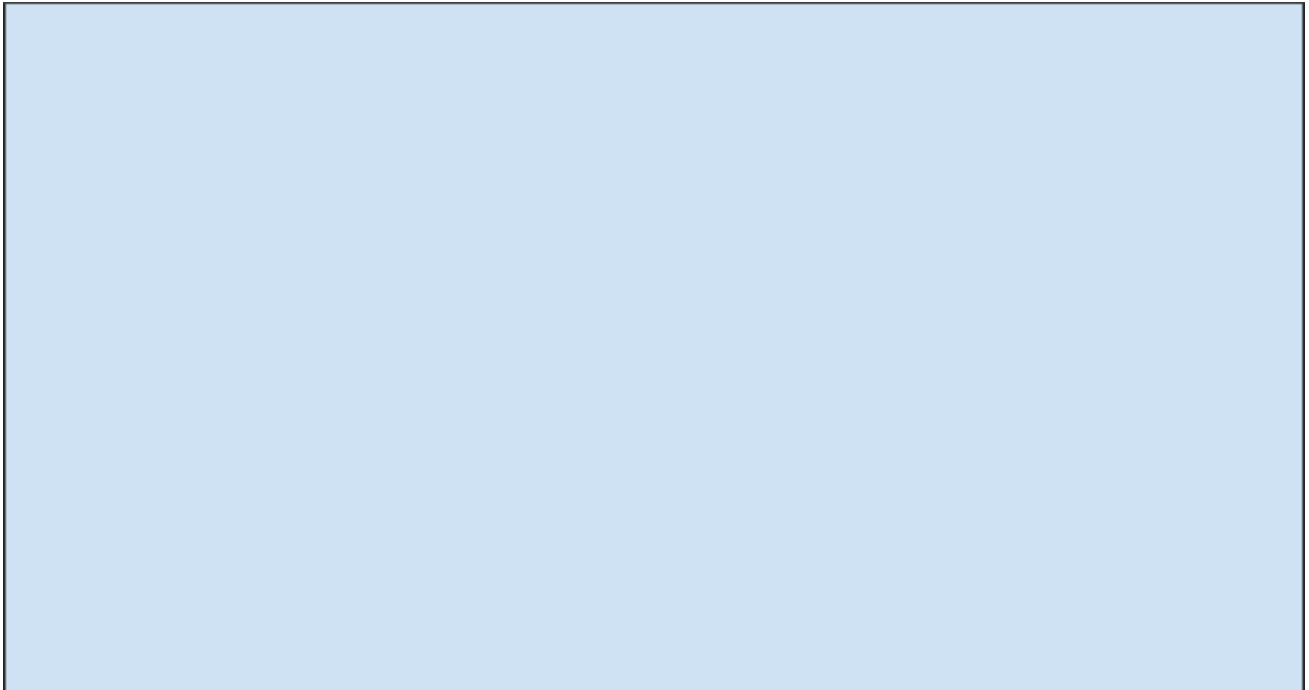
Podium? Y or N

Sound equipment? Y or N

Any other requests: \_\_\_\_\_

*St. John Bosco Catholic School*  
**Facility Set-Up Request (during school hours)**

Please indicate room \_\_\_\_\_



Other information needed: \_\_\_\_\_