

St. John Bosco Catholic School

Facility Agreement and Guidelines

2026-2027

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. Failure to comply with this timeline may result in the event not being approved due to scheduling constraints.
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 requests should be submitted to the facilities supervisor (facilities@sjbosco.org) 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 2026-27 Facility Guidelines and Parent/Student Handbook.

Print name _____

Signature _____ Date _____

St. John Bosco Catholic School
Facility Request
2026-2027

Organization Name: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____ ALT. Phone: _____

Room To Be Used: _____ Date of Function: _____

Is this a one time use? _____ no, please list dates: _____

Keys may be checked out one business day prior to the event and must be returned the next business day.

FUNCTION INFORMATION

Type of function: _____ number attending: _____

Organization is expected to begin preparation by: _____ AM PM

Actual Start time: _____ AM PM End time: _____ AM PM

Clean - up (by organization) is expected to be completed by: _____ AM PM

SET - UP is expected to be completed by: _____ AM PM

***** Please submit to Facilities Supervisor for Approval *****

For Office Use Only

Administrative Approval? Yes or No

If no, reason _____

Added to calendar by: _____ *Date:* _____

****All facility requests must be submitted for approval no later than 7 days prior to the event. Failure to comply with this timeline may result in the event not being approved due to scheduling constraints.****

St. John Bosco Catholic School
Facility Set-Up Request

REQUESTED MATERIALS

_____ tables round or long

_____ microphone

_____ Chairs

Stage? Y or N

_____ Benches

Kitchen? Y or N

Stanchion lights? Y or N

Sound system? Y or N

Podium? Y or N

Projector? Y or N

Any other items needed: _____

Received by Office _____ Maintenance on _____

St. John Bosco Catholic School
Facility Set-Up Request



Please indicate room _____