

ST. MARY'S VISITATION

Catholic School  Elm Grove, WI

St. Mary's Visitation Facility Usage Policy

St. Mary's Visitation School (hereinafter, School) encourages extracurricular activities for its students on its premises and will, therefore, allow the use of certain rooms for such purposes, including after school hours, with prior approval of the Principal. The Principal reserves the right to refuse use of the School's facilities for extracurricular activities for any reason.

Those requesting use of the School's facilities for extracurricular activities must comply with the "St. Mary's Visitation School Facility Usage Guidelines" (Guidelines) and "Facility Usage Checklist" (Checklist). Failure to comply with the Guidelines and/or Checklist may result in the Principal's refusal to allow future use of school facilities by the non-complying party or parties.

Name: _____ Date: _____

(Print Name)

Signature: _____

St. Mary's Visitation School Room Usage Guidelines

Failure to comply with these guidelines may result in the Principal's or Principal Assistant's refusal to allow future use of the school's facilities by the non-complying party or parties.

1. Before using School facilities, the person(s) wishing to use a room(s) must first get approval from the Kathy Janucz in the Parish Office, as well as the School's Principal or Principal's Assistant.
2. Upon approval and on the date the room will be used, the person requesting use of the room must check in at the School Office **prior to using the room.**
3. Check-in requires the following:

- a. An adult requesting the room must sign in and indicate his/her name, date, which room said person(s) will be using, the purpose for its use, and the timeframe for its intended use.
 - b. The adult checking in must provide the name of an adult who will be responsible for ensuring that each child using the room is safely transported from school following the activity. The adult designated **must stay** at school with the students involved in the activity **until the last participant has left the school property.**
 - c. The person checking in must obtain an official, laminated "Checklist for Room Usage" (hereinafter, Checklist) and keep it for the duration of the activity.
 - d. If applicable, keys to the designated room(s) will be given to the adult checking in.
4. Following use of the room, the Checklist and keys must be returned to the School Office. If the activity is finished after school hours, the Checklist and keys should be returned as early as possible on the next school day during office hours.

St. Mary's Visitation School Facility Usage Checklist

Please make sure the following checklist has been fully completed before returning it to the School Office. Failure to fully comply with any items on this checklist may result in the School refusing to grant use of its facilities to you and/or your organization in the future.

1. _____ Any messes made while using the room must be fully cleaned up, including:

- Any items belonging to the school but used during your activity must be returned to their proper storage areas.

- Any crumbs, food, or drink left over from your activity must be completely wiped or picked up and put in the garbage or taken home.
- Wrappers, garbage, and/or debris arising out of the activity must be safely and completely disposed of in properly designated receptacles. Garbage may not be overflowing from the garbage receptacles. If a garbage receptacle is full, please remove the liner from the can, tie it, place it near the room door and put a fresh liner, if available, in the receptacle. If there is no fresh liner and additional garbage remains to be disposed of, please take the garbage with you when you leave the room.
- Any and all spills must be wiped clean and dry with a clean towel or rag.
- All tables or counters used during your activity must be wiped down with sani-clothes.

2. _____ Return the thermostat to its original setting.

3. _____ Turn off all lights prior to vacating the room.

4. _____ Upon vacating the room close and lock the room door.

5. _____ Make sure a designated adult stays with the children, following the activity, until the last child leaves the school property.

6. _____ Return the completed Checklist and the room key, if applicable, to the Front Office. If it is after hours, please return the Checklist and room key as early as possible on the next school day during Office hours.

7. _____ Report any incidents, damage, or problems (hereinafter for purposes of this Checklist, "problems") occurring in or to the room PRIOR TO OR DURING USE of the room by duly noting and conveying such problems to the Front Desk upon return of this checklist. Failure to report such problems in or to the room upon return of the checklist will result in that person(s) or organization assuming full responsibility for the unreported problems, including full financial responsibility incurred by the school as a result of fixing the problems.

8. _____ If the kitchen has been used, lights should be turned off and the kitchen must be returned to the condition in which it was originally found. This means:

- All kitchen items used have been fully cleaned, dried and returned to their original storage areas.
- All burners, ovens, and appliances in the kitchen, as well as all kitchen faucets and sprayers, have been completely turned off (and unplugged if possible).
- All counters have been thoroughly wiped down, floors thoroughly swept, and sinks thoroughly cleaned of any debris.
- All cupboard, freezer, and refrigerator doors are completely closed.