

# 1. SCHOOL FACILITIES USE POLICY

## SECTION I RESERVATIONS

1. Reservations for use of facilities must be made by an adult 21 years or older by contacting St. Bernard's Academy located at 222 Dollison Street, 8 a.m. to 4 p.m., Monday-Friday, (707) 443-2735.
2. Reservations will not be confirmed until a deposit is received at SB. The deposit must be received within ten (10) working days of the reservation request in order to confirm the reservation. The deposit is refundable after the use date and will be returned to the applicant in approximately thirty (30) days after the event, unless damages, additional maintenance repairs or services are assessed. All fees are due thirty (30) calendar days in advance of event date and must be made payable to St. Bernard's Academy.
3. Notice of cancellation must be submitted in writing. Cancellations made ten (10) days or less prior to the event date will result in forfeiture of 100% of the rental fees.
4. The organization or group representative who applied for use must be present at the facility and held responsible for all activity during the time of use. The facility cannot be left with a minor in charge.
5. Permission for use of facilities will be granted upon the condition that all rules governing the use of said facilities are followed and all necessary fees and deposits are paid. Permission for use may be revoked at any time if user fails to do so.

## SECTION II FEES AND CHARGES

### 1. Rental Locations/Rates

#### Main Campus

Auditorium- \$100.00 -1 hour minimum (\$50.00 each additional hour)

Minimum cleaning deposit of \$200.00

Gymnasium- \$150.00 -2 hour minimum ( \$75.00 each additional hour)

Minimum cleaning deposit of \$200.00

(Does not include shower, locker rooms, use of apparatus or equipment)

Classrooms- \$20.00 -1 hour minimum ( \$20.00 each additional hour)

Minimum cleaning deposit of \$100.00

Kitchen- \$100.00 -1 hour minimum (\$50.00 each additional hour)

Minimum cleaning deposit of \$200.00

Library- \$50.00 -1 hour minimum (\$50.00 each additional hour)

Minimum cleaning deposit of \$100.00

W/food \$75.00 -1 hour minimum (\$75.00 each additional hour)

Minimum cleaning deposit of \$200.00

Athletic Field-\$250.00 -2 hour minimum (\$75.00 each additional hour)

Deposit \$300.00

2. Cleaning deposit of \$100.00 per event. If the event includes the use of alcoholic beverages, the cleaning deposit shall be \$150.00. If the facility requires any cleaning or repairs after the event, the entire cleaning deposit will be forfeited to the School. Key deposit fee of \$20.00 per key and temporary passcode issued.
3. Excess trash removal will be charged to the Renter, actual cost to be billed in excess of the \$100.00 cleaning deposit per event.
4. School staff will be responsible for opening and closing the facilities and applicant will be assessed an additional \$30.00 per hour of event with a minimum of 2 hours charged per staff member.
5. Janitorial services requested on weekends or outside normal working hours will be billed at \$30.00 per hour.

**SECTION III**

**GENERAL POLICY AND CONDITION USE**

1. St. Bernard’s Academy requires that all renters provide Certificate of Liability insurance in the amount of one million dollars. An endorsement naming St. Bernard’s Academy, its employees, agents, officers and volunteers as additional insured is also required. If liquor is sold, liquor liability insurance plus an Alcohol Beverage Commission license is required. Liquor liability insurance is also required if alcohol is provided for free but tickets are required for entry to the event.
2. Hours of use-normal hours of operation are Monday through Thursday, 4:00 p.m. - 11:00 p.m., Fridays, 4:00 p.m. - 1:00 a.m., Saturdays, 8:00 a.m. -1:00 a.m., and Sundays, 8:00 a.m.-11:00 p.m. Set up and clean-up must be completed within contracted building rental hours.
3. Users are also responsible for security of the facility if no building attendant is on duty. Double check to see that all doors and windows inside and out are secure and alarm is set upon exiting the building. If the building is left unsecure and the police are called to the site, the Renter will be responsible for the call out cost of \$200.00 per incident.

**SECTION IV**

**GROUP CLASSIFICATIONS ELIGIBLE FOR DISCOUNTED RATES**

1. Non-Profit Groups-Youth, Schools, Seniors- 50%
2. Fee-Waiver Classifications-Parishes

To be included-general description of facilities, # of occupants allowed, and maps.

Letter to be attached with contracts:

Rental application to include dates and times for decoration and cleaning

Rental Confirmation

Indemnity for use of school property

ST. BERNARD'S ACADEMY EQUIPMENT CHECK OUT FORM

ITEM: \_\_\_\_\_

BORROWED BY:

Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

CHECK OUT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_

School Representative Signature: \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_

08/2015 ss