

St. Andrew Parish School

A School + A Church + A Community
Delavan, WI 53115 | 262-728-6211
Facility Use ~ Policy & Standards

USE OF BUILDINGS

1. The St. Andrews Parish Building and Grounds “Committee” makes certain school facilities available for Parish and School use after the regular school program. All requests must be submitted, approved and scheduled by the St. Andrews Parish School Principal or Pastor.

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2. All facilities must be vacated by 10:00 p.m.

3. All activities will be sponsored with adequate adult leadership and supervision. Supervisors will be required to be present at the activities at all times during the rental period.

4. Facilities, which may include, but are not limited to, classrooms, meeting rooms, gyms, cafeterias, kitchen and grounds, will be available for Parish recreational use at times other than those times needed for school programs. Scheduling will be the responsibility of the Principal or Pastor.

5. School facilities will be available for Parish and School groups at those times the Principal or Pastor determines appropriate and with the approval of the Parish Council. Renewal of Facilities Use by Parish and School groups is required every 6 months.

SCOPE

1. Equipment

School equipment will be loaned for and special use and with written permission from the School Principal and/or Pastor.

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CONDITIONS OF USE

1. Applications

- a. Applications must be submitted, at a minimum, 15 days prior to the date requested.
- b. User(s) of School facilities must be a School or Parish sponsored event and all Building Use forms must be filled out at the School Office.
- c. The person who signs the Building Use form will be considered the legal agent of the group and, as such, will be responsible for compliance with all conditions for the use of the facilities and cannot assign or transfer the responsibility to a new individual or group.

- (1) The applicant agrees to indemnify the School for any damages occurring to the building or adjacent grounds during the periods such property is used by the applicant's group.
 - (2) The applicant agrees to hold the Parish harmless from liability for any injury or accident arising during the course of the usage. The applicant will also hold the Parish harmless for any damage or loss to the property of any person attending the sponsored event.
- d. Tables and chairs will be made available if requested at the time of building usage application.

2. Regulations

- a. Persons using the buildings must confine themselves to the rooms and corridors assigned for their use and to the approved times. Areas must be vacated completely at the approved time.
- b. The use or possession of alcoholic beverages or any illegal substance by any person or groups in facilities or on Parish grounds is strictly prohibited. Smoking in School or Parish buildings or on School grounds is prohibited.
- c. Additionally, all posted rules and regulations at each facility must be followed.
- d. Keys to the school building or facility will not be issued or loaned to any individual other than authorized school personnel unless special arrangements have been made with the Principal.
- e. Notice of cancellation of the usage of the school facility must be made (preferably in person) at the school office at least 48 hours prior to the scheduled time.
- f. Failure to comply with the building use rules or causing unnecessary damages to a building may result in cancellation of the use permit and of any further use of any Parish facility by the offending groups.

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Terms and Conditions – Building and Grounds Usage:

1. The approval applicant shall properly prepare and maintain the grounds and related facilities during the period of their use. The approved applicant shall return the grounds and facilities at the end of the usage period in the same condition as when the facilities were assumed. It shall be the judgment of the Pastor and/or Principal as to whether damages or maintenance was not completed by the user. The cost to restore such facility shall be performed by the Parish and billed to the user.
2. The approved applicant shall supervise both its own persons and all other persons in attendance at approved activities, and provide adequate adult leadership for children and adults in the areas used, as well as parking lots and immediately surrounding areas. The approved applicant shall care for the premises during and following usage periods, and all areas shall be cleaned up by the organization, or fees paid for St. Andrews personnel to do so.
3. Preparations of grounds for user programs shall not interfere in any way with the school program at the site. No modification shall be made of the school premises without the approval of the St. Andrews Parish Principal. Any approved permanent modifications shall become the property of St. Andrew's Parish Church and School.
4. The user shall have no authority or jurisdiction over Parish property, or improvements, except to care for these premises during the time of approved user's activities.

5. All activities shall terminate at dusk. Exceptions can be made with approval of the Pastor and/or Principal.
6. No glass containers or other breakable articles shall be allowed on premises.
7. Public address systems, when used, shall be operated at a volume low enough to avoid disturbance of households in areas adjacent to the premises used.
8. Unless otherwise indicated on the approved facilities use form, grounds space may not be shared with other organizations.
9. Grounds use is permitted only for the times specified on the approved facilities use form. Organizations should not come earlier or leave later than the times specified.
10. St. Andrew's Parish Church or School has first priority on the grounds. If an event is running late, the event will be finished before the next group uses the grounds, regardless of the time stated on the facilities use form.
11. All litter must be picked up and placed in the trash receptacles by the organization at the end of the grounds use.
12. All trash receptacles trash bags must be removed and placed into the grounds dumpsters. And new trash bags must be replaced in trash receptacles.
13. No alcohol, drugs, tobacco, or tobacco products are permitted on the grounds. Exception to Alcohol: A liquor license must be obtained by user through the City and a copy of the approved liquor license must accompany facilities use form. A tent must be set up as a designated liquor area, and no liquor is allowed outside the designated area.
14. Organizations are responsible for providing their own equipment.

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15. St. Andrew's Parish Church and School is not responsible for any items lost or stolen.
16. Parking should be only in designated areas and must not block exits or emergency access.
17. Each organization is responsible for making sure that all its personnel, parents and participants are aware of all rules regarding use of grounds.
18. St. Andrew's Parish Church and School reserves the right to terminate an agreement upon notice if the approved applicant has violated any of the terms or conditions contained herein, or has in any way abused the privilege granted in using school facilities. Any group not abiding to the conditions as set forth in this addendum will jeopardize its access to use the grounds in the future.

I have read and understand the St. Andrews Parish Church and School Facility Use – Policy and Standards.

I agree to abide to the rules as outlined in the St. Andrews Parish Church and School Facility Use – Policy and Standards.

(signature)

(date)

(print name)

(group/committee)

Office Use

Please make a copy of this signature page and attached it to the "Building Use" form that is filled out for "said" group or committee requesting usage of St. Andrews Buildings and/or grounds.