

SETON CATHOLIC SCHOOL

GUIDELINES AND RESPONSIBILITIES FOR USE OF SCHOOL FACILITIES

1. All requests for reserving a space at the school is done by sending an e-mail to the Administrative Assistant - dupayl@setoncatholicsschool.org.
2. The choices of areas that can be reserved are the following:
 - The Gym- ONLY AFTER 5:30 P.M. It is necessary to keep the gym available for After Care Children. Depending on the activity being scheduled some exceptions can apply.
 - The Kitchen
 - The Chapel Lobby
 - A Faculty Room – AFTER 3:45 P.M.
 - The Parking Lot Lobby
 - The Art Room – AFTER 3:15 P.M.
 - The First Floor Hallway-New Wing
 - The Second Floor Hallway-New Wing
 - Conference Room ‘B’
3. The request should include the following:
 - The date and time of the event
 - The name of the group that will be using the facilities
 - A contact name
 - A contact phone number
4. Any requests for tables, chairs etc. for the event must be included in the e-mail request.
5. A confirmation will be returned via e-mail to the requestor.

RESPONSIBILITIES OF THE PERSON REQUESTING THE FACILITY

1. All decorations need to be removed.
2. Garbage must be in the proper containers and taken to the dumpster.
3. Carpets and floors must be swept and vacuumed if needed.
4. Kitchen area should be returned to a clean and orderly environment. Do not leave trays, dishes etc. in the kitchen area or sink.
5. Chairs and tables should be wiped clean, dried, collapsed and then put away in the assigned area.
6. Check the bathrooms and ensure that they are left clean.
7. The building should be secure when you leave. Please check every exit that was used and see that all lights are turned off other than the security lighting. The person in charge of the event must be the last person out of the building.
8. BE SURE TO CODE OUT. FOR THE SECURITY OF THE BUILDING THIS MUST BE DONE. IF THE BUILDING IS FOUND WITHOUT THE ALARM SYSTEM SET THE PERSON IN CHARGE OF THE EVENT WILL BE CONTACTED.

PLEASE DO NOT ALLOW ANY STUDENTS IN THE BUILDING UNSUPERVISED. IF YOUR GROUP HAS BEEN TO AN OUTSIDE ACTIVITY PLEASE DO NOT RETURN TO THE SCHOOL BUILDING FOR ANY NON SCHEDULED ACTIVITY.