

**St. Joseph Catholic School Gym  
Rental Contract and Responsibilities  
KEEP**



1. The fob that is given to you will open the front doors and concession stand in the Middle School Building.
2. The box to turn on the lights is located in the gym next to the emergency exit door, located between the bleachers. The box is marked "Light Switch Box". Remember to turn off lights you turn on!
3. A restroom key is located in the concession stand. Remember to turn off lights!
4. When finished with *each practice*, please sweep/mop gym floors (broom/dust mop is in closet left of the stage in equipment room) and in the Athletic Closet across from the boy's restroom. Wet-mop messes.
5. Take out any trash, replace trashcan liner and put in dumpster located outside by playground. Make sure all stools and urinals have been flushed. Straighten up if needed.
6. *Stage usage is prohibited unless notified before usage.*
7. *No one is allowed in the classrooms, unless notified before usage.*
8. The copier located in the office is not allowed to be use, unless notified before usage.
9. No smoking or alcohol is allowed in the gym/school.
10. Make sure all lights are turned off and all doors are locked.
11. Pick-up/drop off fob in the school office between the hours of 8:00 am and 3:00 pm on school days. School office is located in the main building.
12. Coaches are not to leave until all students are picked up by their parents.
13. **Shoes in gym should only be non-marking tennis shoes; no black soled shoes are allowed.**
14. All coaches and assistant coaches of school sponsored teams must have completed VIRTUS training.
15. All St. Joseph School students are required to have a sports' physical prior to the first practice, on school sponsored teams.
16. **There are signs hanging in the gym with the rules for the gym. Please have your team read the rules!!**
17. No balls are to be hit against the gym walls.
18. No one is allowed in the gym during Mass times and after 10:00 pm nightly.

**Non-SJS PAL Leagues Rental Fee:**

- A. \$10.00 per Non-SJS PAL League teams for a period not to exceed 2 hours.
- B. \$20.00 per Non-PAL League teams for a period not to exceed 2 hours.
  - *Proof of liability insurance is to be provided with this signed contract.*
  - *Checks payable: St. Joseph School*
  - Coaches must notify Jamie Bax to schedule the gym. ([jamiebax78@gmail.com](mailto:jamiebax78@gmail.com) or 619-2927)

**IMPORTANT NOTE:** The Fire Alarms are not set up to automatically contact the Fire Department. If the fire alarms go off, you must dial 911 in order to dispatch the Fire Department.

*Thank you in advance for following our rules!*

**In case of an emergency please notify:**

**Mrs. Ogden (573-338-1803)      Signature: \_\_\_\_\_      Date: \_\_\_\_\_**  
**Father Smith (455-2320)      Signature: \_\_\_\_\_      Date: \_\_\_\_\_**

*Money collected for rent will be used to help pay the cost of maintenance to the gym floor every other year as well as electricity being used.*



***Saint Joseph Catholic School  
Westphalia, MO***

***GYM CONTRACT***

Date Called to Reserve: \_\_\_\_\_

Name of coach using the gym: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Team Name: \_\_\_\_\_

Dates Reserved: \_\_\_\_\_

Time Reserved: \_\_\_\_\_

Reason for gym usage:

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Please Check and Attach:

Proof of liability Insurance: \_\_\_\_\_ Payment \_\_\_\_\_

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- B. \$20.00 per Non-PAL League teams for a period not to exceed 2 hours.
- Proof of liability insurance is to be provided with this signed contract.
- Checks payable: St. Joseph School
- Coaches must notify Jamie Bax to schedule the gym. ([jamiobax78@gmail.com](mailto:jamiobax78@gmail.com) or 619-2927)
- It is the coach's responsibility to pick up and drop off the fob from the school office during school hours. If different arrangements need to be made, please call the school office at 455-2339.
- Completed contract, proof of liability insurance and payment must be received before practices begin.

(Please Sign/Date) \_\_\_\_\_

cc: Mrs. Ogden *Date Given to:* \_\_\_\_\_  
Father Smith *Date Given to:* \_\_\_\_\_  
Office *Date Given to:* \_\_\_\_\_

# Gym Rental Cleaning

## KEEP

**\*\* Cleaning instructions on what chemicals, rags, etc. to be used on the floors, sinks, etc. is located on the janitor's doors. Please return items where you find them.**

### Gym/Stage:

1. Floor need to be pushed mopped and wet-mopped in areas of spills.
2. Bleachers need to be swept off.
3. Trash taken out and new trash liners replaced

### All Bathrooms:

1. Bathrooms need to be checked and messes need to be wet-mopped.
2. Trash needs to be taken out and new trash liners replaced.
3. If spills on the sinks they need to be wiped up.

### Concession Stand:

1. Messes need to be wet-mopped.
2. Counters wiped off.
3. Trash taken out and new trash liners replaced

### Rugs:

1. Need to be swept off.

### Hallways/Stairs:

1. Need to be swept.
2. Spills need to be wet-mopped.
3. Trash taken out and new trash liners replaced

### Chairs/Tables: (Are located to the left of the stage)

1. Please wipe chairs off (if needed) hang chairs the same direction on the racks.
2. Please wipe tables off (if needed) and put back the way you found them.

*Thank you in advance for following our rules!*

Sincerely,

Mrs. Tammy Ogden  
Principal

Page 3 of 3

