

**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. (jamiembax78@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:

Please Check and Attach:

Proof of liability Insurance: _____ Payment _____

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 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

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