

Juan Diego Academy

Catholic Regional High School



Justice + Devotion + Action

Policies and Procedures for Use of School Campus by Non-School Groups

Introduction

In response to our vision of being a Christ-centered, Catholic community, we welcome the opportunity to allow individuals and groups to use our facilities in a manner consistent with our school's mission statement, and the teachings of the Roman Catholic Church.

In accordance with the above, Juan Diego Academy offers the following facilities for use by individuals and groups:

- Cafeteria and Kitchen with one unisex restroom (one refrigerator/freezer and counter space with two microwave ovens and a large gas oven). Tables and chairs for seating. Wireless Internet access. Capacity: 60 persons.
- Chapel with two unisex restrooms, sacristy with liturgical vessels, Sacramentary, Lectionary, and altar linens (hosts and wine not included). Wireless internet Access Capacity: 120 persons. Use restricted to the celebration of Mass, prayer services, and retreat activities.
- Administration Building with two large single-sex restrooms and two private restrooms; St. Augustine Classroom seats 15; St. Thomas Aquinas Classroom seats 20. Wireless Internet and computer with projector in each room.
- Seton Hall with three classrooms available, each seating 25. Each room equipped with computer and LCD projector. Capacity: 75 persons. Wireless Internet access.

Donation

\$150.00 per building (4 hours or less)

\$300.00 (over 4 hours—not to exceed one day).

Donation for Chapel (if used with other building(s) for a Mass or Prayer Service): **\$75.00**

Security

\$15.00/hour (required for all groups)

Your donation is used to help us offset the costs of electricity, routine maintenance, and on-site assistance from school staff/security.

1. Individuals or groups wishing to use our facilities should make a written request to the President & Principal stating the date/time requested, the purpose of the event and the coordinator's contact information (including cell phone and e-mail address), the expected number of attendees, and a schedule of times and buildings desired. The request should be made at least 30 days in advance.
2. Once approval has been given, a representative from Juan Diego Academy will be in contact with the group to make final arrangements for gaining entry to the property and buildings. A

Property Usage Form is filled out and given to the school's representative upon arrival the day of the event.

3. A representative of Juan Diego Academy will be present on or near the grounds when a group is using the facility to assist with its use.
4. Groups should take note of all emergency procedures, building exits, etc. before using the facilities. The school representative is available to provide an orientation for the group on request.
5. Groups are responsible for the cleaning of all facilities used (brooms and mops/buckets are available on request). Groups may also choose to pay for having the buildings cleaned (\$25.00 for each building used). The re-arrangement of tables and chairs is the group's responsibility.
6. The group leader should check out with the school's representative before departing the property to make sure facilities are left in good order.

03/22/2017 by RJS



Juan Diego Academy Reservation Confirmation Form

Name of Group: _____

Group Leader (*must be present with group on day of event*):

Mobile Phone No.: _____

Evening Phone No: _____

Date(s) of Use: _____

Number of Persons: _____

Check in Time: _____

Check Out Time: _____

Facilities to be used:

_____ Cafeteria/Library

_____ Chapel

_____ Administration Building

_____ Science & Math Building

Security @ \$15.00/hour from _____ to _____.

Please check **one**: _____ *We will clean facilities*

_____ *We will pay for cleaning of facilities used (\$25.00 per building)*

DONATION: \$ _____

Please make check payable to Juan Diego Academy

We hereby release and save harmless Juan Diego Academy and any and all of its employees from any and all liability for any and all harm arising to a member of our group as a result of this activity.

On behalf of the group, I agree to abide by all policies and procedures set forth in this document, as well as any policies, procedures, and directions given by the school's designated representative on the day of the event.

Signature of Group Leader _____ Date _____