***Saint Joseph Catholic School***

***Westphalia, MO***

***GYM CONTRACT***

**Rules and Regulations**

* All parish events, school activities and SJS PAL teams have first priority in any gym scheduling.
* Only St. Joseph Parishioners who are 18 or older may rent the gym.
	+ The parishioner who has rented the gym is responsible for all those in attendance during the gym rental, including all damages, accidents, etc.
	+ No one under the age of 18 should be left unattended.
	+ The parishioner is to make sure the gym, bathrooms and hallways are cleaned (see attached sheet).
	+ Fees for renting the gym are $10/hour with a $50 deposit to be paid in advance. If gym, bathrooms and hallways are cleaned and no damages occur, the $50 deposit will be returned.
	+ Completed contract and payment must be received before rental is accepted.
* 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.
* In case of an emergency please notify:
	+ **Mrs. Ogden (573-338-1803)**
	+ **Father Viviano (455-2725)**

**To Reserve the Gym**

1. Notify Jamie Bax to schedule the gym. (jamiebax78@gmail.com)
2. It is the parishioner’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.

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

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

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

Date and time reserved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for gym rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to all rules and regulations to reserve St. Joseph School’s gym.

Signature Date

*cc:* *Date given to office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Date deposit received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (make checks payable to SJS athletics)*

 *Date hourly rate received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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***Gym Rental Cleaning Checklist***

* If bleachers were used, sweep off.
* Dry mop gym floor – mops are in closet left of the stage.
* Dry mop hallway and stairs if needed
* Wet mop any spills in gym and hallway, stairs, bathrooms
* Check trash cans in gym and hallway and empty if needed.
* Sweep off any rugs
* Check bathrooms
	+ Make sure all toilets are flushed and stalls are tidy
	+ Water is not running
	+ Wipe down any excess water on sinks
	+ Check trash and empty if needed
* Any tables and chairs used should be cleaned and put back where you found them.
* Before leaving
	+ Check lights are off
	+ Check all doors are locked,
		- Including outside gym doors and front door to the building.

If supplies are not available or are running low, please email Mrs. Tammy Ogden so we can get them replenished. Put gym supplies needed in the subject line. togden@stjosephwestphalia.org