

All Saints Catholic School Policies & Procedures For Reserving ASCS Facilities

All requests for use of All Saints Catholic School (“ASCS”) facilities should be received in writing by the Facilities Manager at ASCS at least five (5) business days prior to your organization event. This process is on a First Come First Booked basis with the exception of the following:

Organizational Priorities

- 1) ASCS sponsored events
- 2) All Saints Catholic Church Liturgical and Religious Services
- 3) All Saints Catholic Church Religious programs for Adults and Children (RCIA, Adult Ed., CCD)
- 4) All Saints Catholic Church Liturgical Ministry Meetings
- 5) Major Parish Social Events
- 6) Regular meetings of recognized Parish organizations
- 7) ASCS teams and clubs

Considerations

- The Facilities are closed during the Christmas Holidays.
- The Facilities are closed during Holy Week (Palm Sunday through Easter Sunday) except for specific related religious events.
- The facilities are closed on federal holidays, i.e. Memorial Day, Independence Day, and Labor Day . . . and other significant and appropriate days.

Forms

Please complete the ASCS Reservation Request for School Facilities and the ASCS Reservation Agreement by typing or printing clearly in blue or black ink.

Please supply all the requested information along with a copy of your organization’s insurance certificate to the Facilities Manager. One (1) person from each organization should be given the responsibility of submitting requests for facility usage.

As stated below, all fees, including without limitation any required security deposit, is payable in full promptly upon approval of the request AND PRIOR TO the requested Event.

Clean Up

Facilities should be left as clean or cleaner than they were found. This is especially important with respect to the school cafeteria kitchen. If not, you may be denied the use of the ASCS facilities in the future. Please ensure that your organization addresses “Clean Up” in its use of the All Saints Catholic School facilities. After meeting or functions, someone should ensure that the tables are cleaned off, coffee makers and other items unplugged, subject materials picked up, chairs returned, pots, pans, bowls, dishes cleaned and returned. Lights in area used should be turned off.

The ASCS Facilities are here for the use of the School and the All Saints Parish Community and are maintained solely by the respective community organizations and should not be abused.

School Facilities include:

- School Cafetorium
- School Classrooms
- School Library
- School Gymnasium

Damage

Any damage to the Facilities occurring as a result of your use of the Facilities is your sole responsibility. You will be charged an additional fee for any broken or damaged property or extraordinary cleaning that must occur as a result of your use. Any damage must be promptly reported to Facilities Manager at 214- 217- 3331. Any personal injury occurring to any of your organization’s members or invitees must also be promptly reported to the above individual.

Event Dates and Times

Each and every event involves a Set-up, an Event, and a Clean Up. Typically, every organization plans extremely well for the Set-Up and the Event, and then loses focus when it comes to addressing the Clean Up afterwards. When indicating your event time on the ASCS Reservation Form, please include your Set-up Time, and Event Time, and a Clean Up time in the event as a separate time. This will assist ASCS in proper planning and use of its Facilities.

Set-up and Clean Up times are used to assist in the scheduling of air conditioning, lighting, and potential use of the Facility by other group before or after your event. Thirty (30) minutes will be added to your request for the Set-up and Clean Up if no time is identified. This will allow you to get in and check out your space and time to allow you

to clean/ tidy up, and allow the next potential group “time” if they are using the space immediately after yours.

The Set-up and Clean Up time should be identified as separate times from the Actual Event Time.

The entries would then be:

Set-up	6:30pm- 9:00pm	Friday
Event	7:00am- 12:00-pm	Saturday
Clean Up	12:00pm- 1:30pm	Saturday

Each of the respective times is printed out on our calendar book to ensure events, doors locked or unlocked, lights on and off.

Set-up Date – Large Multi-Day Events

Large events will require an extra day, or more, prior to the actual event to prepare the facility for the function. Large events need Set-up Days. These dates need to be entered as separate dates and defined as “Set-up Day”. Please be mindful of how much actual time the event will need. The event may happen on Saturday but need the Friday before to get Set-up and ready. The extra day and facility need to be requested on the same form as the event and specified as the Set-up Day on the Reservation Form.

Time Scheduling – Multiple Events

Multiple Events – Multiple Entry Dates

Enter the dates – for example Tuesday September 4, Friday October 8, and Sunday, January 18.

If requesting a Reoccurring Date: i.e. Every Tuesday of the Month, Every Third Thursday, please list the actual dates, i.e. September 22, October 19, December 21, January 5, etc.

Type Of Event

Please identify what type of event you are sponsoring here. Example- Plano basketball, Knights of Columbus, planning meeting etc.

Facility Reservation Form

A copy of the Facility Reservation Form is enclosed in this package. Forms are available in the School Office.

This form must be used to reserve any All Saints Catholic School facility:

Single Event- One Date, One time, and One Facility

Single Event- With Multiple dates, Same Time, and Same Facility

Multiple Events- With Multiple Dates, Extended Periods of Time, and Multiple Facilities.

Scheduling

Events are allowed when All Saints Catholic school staff is on duty.

- **Regular Hours**
Staff is on duty from 3- 6pm during the weekdays of the school calendar year.
- **After Hours**
The Facilities may be reserved after 6 pm during the weekdays of the school year, on Saturdays during the year and from 9 am-6pm weekdays in the summer, in the sole discretion of ASCS.

The All Saints Catholic School Facilities operating hours are:

Monday – Friday School Year:	3- 6pm after school hours. 6- 9pm (after hours cleaning fee will apply)
Monday-Friday Summer:	9-6 pm
Saturdays during the School Year:	7am-9pm (After hour cost may apply or All Day Rental is offered for \$150)
Saturdays during the Summer:	9am-6pm (All day Rental is offered)
Sundays:	Closed

Fees

The fee for the rental of the Facilities is \$40 per hour (unless the All Day Rental Fee applies). However, an after hours cleaning fee of \$30 may apply for events from 6-9pm Weekdays of the School Year and Saturdays (unless the Facility is rented all day).

The Facilities may be requested for an All Day Event on Saturdays or on weekdays in the summer. The fee for the All Day use of the Facility is \$150. We will have the facility open for the event and lock up after the event. Events are placed on a first come first serve bases. **Only** All Saints Catholic School teams have priority to gym scheduling after 3:00pm during the school calendar year. Other events may be scheduled around All Saints school teams.

The fee must be paid in full upon approval of the request. Check may be made payable to All Saints Catholic School.

Depending on the nature of the event, a nominal security deposit may be required. The security deposit, if required, is payable upon the approval of the request.

Refunds and Cancellations

No refunds will be allowed unless your request is cancelled in writing 48 hours prior to the scheduled event. If required, the security deposit will be refunded provided no damage to the Facilities has occurred during your use, as determined in the reasonable discretion of ASCS Facilities Manager.

Safe Environment Requirements

All volunteers at All Saints Catholic School and All Saints Catholic Church community must successfully complete the safe environment approval process. This process is mandated and strictly enforced by the Catholic Diocese of Dallas. Training sessions are offered throughout the year and are routinely listed in the weekly bulletin.

Please ensure that everyone in your parish organization has successfully completed the requirement of this program prior to taking part in any activity on the campus. All others must comply with the policies and guidelines contained in the All Saint Catholic Church Safe Environment Policy.

If you have any questions in regard to this program, please contact Mary Ann Woods at All Saints Catholic Church at 972-778-0311.

Questions

If there are any questions concerning any of the above information or any forms, please call Andrea La Greca at 214- 217- 3331. The programs director is responsible for the campus scheduling calendar and for all entries and changes. Your organization's cooperation in planning out the coming year is greatly appreciated.