Dear Applicant,

In an effort to maintain our historic campus, streamline staff duties and keep costs low, I am putting in place a new process for requesting building space and scheduling events on the St. Mary's Academy & College campus.

The purpose of this new process is threefold:

1. **To cover costs.** Every time a campus space is used, costs are incurred (lights, heat, wear & tear, etc.). Someone has to cover those costs. Formerly, we have relied upon Sunday collections, school fees and outside donations to cover the costs. Now, we will begin to shift some of the costs to the groups actually using the spaces.

2. **To make campus spaces available to SMAC staff and parishioners.** SMAC's focus is running schools and a parish. In order to focus upon our core mission, campus spaces will not be available for use or rental to the non-parishioner public.

3. **To limit SMAC's exposure to potential liability.** Unfortunately, we live in a litigious world. Monitoring access to campus spaces will enable SMAC to be a better steward of our donor's resources.

SMAC buildings are available for use by our Priests, Students, Teachers, Staff, and by Assumption Chapel Parishioners. The following four pages outline the process for requesting campus space.

**Your application must be complete, approved and any rental fees paid before the event will be scheduled and keys issued.** I reserve the right to make the final determination on use of any campus space.

Thank you for your understanding, support and assistance in maintaining our campus today and for future generations.

In Christ,

Fr. Gerard Beck, Rector
*St. Mary's Academy & College*
EVENT APPROVAL PROCESS

Anyone in charge of an event—coaches, teachers, mentors, sport supervisors, house fathers, activity leaders, etc.—is designated the Event Coordinator and is responsible for ensuring that all applicable policies are observed by all event participants when using spaces on campus.

The Event Coordinator is accountable to the Rector for any facility damage resulting from negligence.

Campus spaces available for use are listed within this application.

Event Approval Process:

1. Check the online calendar at www.smac.edu/?CalendarMain to determine date and time availability for your event.

2. If no conflict exists, fill out and submit this application without payment at the Switchboard.

3. Request to add your event to the online calendar by using the “Suggest An Event” button on the online calendar.

4. Your application will be reviewed and then approved or denied by the Rector.

5. You will be notified of the application's status by the Operations Manager:
   Jason Harpe
   Office: 437 2471 ex.106
   Cell: (785) 410 8437
   jharpe@smac.edu

6. If approved, the Operations Manager will save the event to the online calendar, notify affected campus departments and work with the Event Coordinator to support the event.

7. Payment is to be made at this time at the request of the Operations Manager. Please submit your payment at the switchboard attention: “Jason Harpe - Operations”. Checks are to be made payable to “SMA”, Memo: “Rental Fees”.

Note: all events must be requested at least seven days before the proposed event date. As a courtesy, please send notification of cancellation to jharpe@smac.edu
Responsibilities of Groups using the Facilities

1. The group must designate one person as the event coordinator for each group event. The event coordinator shall make arrangements with the Operations Manager for everything needed for the event such as keys, chairs, tables, audio and visual equipment, and catering.

2. The Event Coordinator will take full responsibility for the event.

3. If the event is during school hours, the Operations Department Head will arrange to open and close the doors. Office hours are from 8:00am – 4:00pm Mon-Fri.

4. If the event is after hours, arrangements can be made to pick up and drop off keys at the switchboard.

5. The Event Coordinator must be on the premises during the event at all times and is responsible for enforcing compliance with the Facilities Use Guidelines.

6. The Event Coordinator must report all injuries to the Operations Manager.

7. The Facilities will not stay open later than 10:00pm on weekdays or 11:00pm on weekends unless it has been pre-approved.

Setup, Take-Down and Clean up Duties

1. Event Coordinators are responsible for the setup, take-down, cleanup and lock-down of their scheduled events.

2. All props must be returned to the prop room and all personal items removed.

3. The floor is to be swept and dirty spots mopped.

4. Bathrooms are to be cleaned.

5. All trash is to be removed from the space and disposed of in the dumpster located in the parking lot north of the Chapel.

6. All lights turned off.

7. All doors should be locked and not left propped open after use.

8. Keys must be returned to the switchboard.

NOTE: It is the responsibility of the Event Coordinator to leave the space clean. It is not the responsibility of the custodian to clean the facility after each use.

These policies are to be observed in order that the facility might be properly maintained for everyone’s use. Any group or individual not observing these policies may be denied use of the facility. Thank you for your cooperation.
EVENT REQUEST FORM

Anyone in charge of an event - coaches, teachers, mentors, sport supervisors, house fathers, activity leaders, etc. - is designated the Event Coordinator and is responsible for ensuring that all applicable policies are observed by all event participants when using the spaces on campus.

Be sure that you have referenced the SMAC Calendar to determine date and time availability. A Calendar of Events is maintained online at www.smac.edu (click on “Calendar”).

<table>
<thead>
<tr>
<th>Is this a Fund-raising Event?</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Application was Submitted:</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>Month Day Year</td>
</tr>
<tr>
<td><strong>Basic Event Information:</strong></td>
<td>(All Fields are required)</td>
</tr>
<tr>
<td>Event Title:</td>
<td></td>
</tr>
<tr>
<td><strong>Event Coordinator:</strong></td>
<td>(Must be present at event)</td>
</tr>
<tr>
<td>(Responsible Party)</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
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<td>Start Date:</td>
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<td>End Date:</td>
<td>/ /</td>
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<tr>
<td></td>
<td>Hour Minute AM/PM</td>
</tr>
<tr>
<td>Does this event require additional setup days:</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If Yes, How Many Days?</td>
<td>( )</td>
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<tr>
<td>Setup Start Date:</td>
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<td>Setup Start Time:</td>
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<td>Setup Date:</td>
<td>/ /</td>
</tr>
<tr>
<td>Setup Time:</td>
<td>: /</td>
</tr>
<tr>
<td>Is this an outdoor event?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Porta-Potties?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>How Many?</td>
<td>( )</td>
</tr>
<tr>
<td>Requested Space:</td>
<td>(*Rental Fees May Apply)</td>
</tr>
<tr>
<td>☐ Auditorium*</td>
<td>☐ Chapel</td>
</tr>
<tr>
<td>☐ Back Cafeteria*</td>
<td>☐ Classroom(s)</td>
</tr>
<tr>
<td>☐ Cafeteria</td>
<td>☐ College Hall*</td>
</tr>
<tr>
<td>Event Type:</td>
<td>(*Rental Fees May Apply)</td>
</tr>
<tr>
<td>☐ Auction</td>
<td>☐ Conference</td>
</tr>
<tr>
<td>☐ Awards</td>
<td>☐ Consignment</td>
</tr>
<tr>
<td>☐ Camp</td>
<td>☐ Dance</td>
</tr>
<tr>
<td>☐ Concert</td>
<td>☐ Dinner</td>
</tr>
<tr>
<td>Estimated Attendance:</td>
<td></td>
</tr>
<tr>
<td>Is this a co-ed Event?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

You must give a detailed description of the event (for outdoor events list any specific unused locations):

________________________________________________________________________
________________________________________________________________________

All events must be added to the SMAC online Calendar before they can take place. You may request to add the event to the calendar by going to www.smac.edu (click on “Calendar,” then “Suggest and Event”).

Remember to return all forms (Medical consent, release of liability and attendance sheets) to the switchboard upon completion of this form.
PRE-EVENT PLANNING FORM

Events must be requested (or cancelled) at least seven days before the proposed event to allow for optimal planning of your event as well as any necessary reviews.

Food Request:  □ No Food  
Types of Service:  □ Pot Luck Event  □ Sacred Heart League Catering  □ Off-Campus Vendor  □ Requesting Kitchen

Equipment Request:  *Internal Use Only*  
Audio/Visual:  □ Projector*  □ Screen*  □ Laptop*  □ Microphones ( )  
Sports:  □ Scoreboard* □ Portable Rims  □ Volleyball Nets □ Other: ___________________________________________

Building Service Setup Request: (Please provide a diagram for all setup requests)  
Floor Setup: □ Chairs ( ) □ Tables ( ) □ Round Tables ( ) □ Trash Cans ( )  
(We have 1,000 chairs available) (We have 50 tables available) (We have 62 tables available)

Stage Setup: □ Risers ( ) □ Podium ( ) □ Other: ___________________________________________

Is this event a Field Trip?  □ Yes □ No  
If Yes, Have you filled out a release of liability form?  □ Yes □ No  
If Yes, What Location: ___________________________________________

Type of Transportation:  □ Athletic Van ( ) □ Dorm Vans ( ) □ Personal □ Other: ________________________________

Is this event a sporting activity?  
□ Yes □ No  
If yes, please provide an attendance sheet and waiver for those participating in your activity.

There are two types of events. Select yours: (An attendance sheet is required for non-school sporting events)  
□ Non-school (See Rental Fees Below) □ School (School Sponsored Event) □ US District

Is there alcohol involved with your activity?  □ Yes □ No  
If yes, Do you have a licence to sell?  □ Yes □ No

Rental Fees:  Full Payment is required with registration. Make checks payable to: St. Mary’s Academy & College

Rental Services:  Fees only apply for Private events (Wedding Receptions, Anniversaries, sporting events, birthday parties, baby showers, etc...)

$300 □ Auditorium Rental (Full Day)  $75 □ McCabe Theatre
$150 □ Auditorium Rental (Half Day)  $50 □ St. Joseph’s Study Hall
$75 □ Auditorium Rental (2 hr. Min)  $50 □ College Hall
$200 □ Small Gym Rental (Full Day)  $50 □ Back Cafeteria
$100 □ Small Gym Rental (Half Day)  $200 □ AC in Auditorium
$50 □ Small Gym Rental (2 hr. Min)  $100 □ HEAT in Auditorium

Kitchen Use Fees:  
$50 □ SHL Kitchen (Stove & Sinks)  
$100 □ SHL Kitchen (Full Use - Dishes, Fryer)

□ SHL Catering (Ask for Quote)

TOTAL = ________________________________

By signing this application, the Event Coordinator (Responsible Party) acknowledges that he/she has read and understands the “Facilities Use Guidelines” form, will be sure the above group complies with expectations set forth in the guidelines, will be solely responsible for any damage or injury that may occur, and will hold harmless SMAC, its managers, members, employees and volunteers.

Event Coordinator Signature: ___________________________________________  Date: __/__/____

Office Use Only

Date Submitted: __/__/____  Department Head/Supervisor Signature: ________________________________

Date Confirmation Letter Sent: _______  Fees Paid: _______  Date Paid: __/__/____

Month  Day  Year  Month  Day  Year
KEY REQUEST FORM

This form is intended for printing purposes only and cannot be submitted by email. Keys are available for issue at the switchboard from 9:00am - 5:00pm Monday-Friday. Take completed form to the switchboard. Duplicating or replacing a key is prohibited. To schedule a time for key issue after hours, please email: jharpe@smac.edu

Date of Request: / / Year

Event Title: Email:

Event Coordinator: Phone: (Responsible Party)

Building for which key(s) are to be issued:

☐ Auditorium ☐ Gymnasium ☐ McCabe Theatre

Date To Be Returned: / / Year

I agree not to duplicate this key(s) or loan it to anyone while in my possession. I understand that a replacement fee of $20 will be charged if the key is not returned to the switchboard by the above returned date and $200 if key is lost.

Signature of Person to whom Key(s) will be issued Date: / / Year

Date Submitted: / / Year Date of Approved: / / Year

Signature of Operations Manager Date: / / Year

Office Use Only
WEDDING RECEPTION FACILITIES RULES AND REGULATIONS:

Please read the following rules and initial at the end of each section as indicated.

RENTAL USE:

1. The Facilities are not considered to be reserved until the contract and rules have been signed and fees are paid. All reservations can be made at any time and based on Facility availability.
2. The Lessee shall be responsible for supervision over all persons in the building and adjacent grounds. Disorderly conduct is prohibited. The event must end by 12:00am and the building must be vacated by 2:00am
3. After the event has been concluded and the appropriate clean up procedures have been completed, the Lessee shall be responsible for locking all exterior doors to the building and for depositing the key into the after hours drop box located at the switchboard.
4. The building shall be subject to inspection at any time by any authorized representative of SMAC.

Lessee initials: ________________

LIABILITY:

1. Alcohol can be served by a licensed bartender or a one-time liquor permit. It is the responsibility of the Lessee to make application and obtain the necessary permit(s) and submit copies to the switchboard when selling beer, wine or other alcoholic beverages on the premises. Selling alcoholic beverages without a licensed bartender or without the necessary permit(s) is strictly prohibited.
2. The serving of alcohol to minors is strictly prohibited.
3. Alcoholic beverages are not permitted outside of the designated reception area.
4. The Lessee shall be liable for all breakage and other damage or loss of property resulting from the occupancy and use of the building and grounds, other than normal wear and tear.

Lessee initials: ________________

SET-UP:

1. Keys are available for issue when all rental fees have been paid. Upon application a start date must be determined for set-up. The Lessee can make use of the facility at any time. The set-up of tables and chairs shall be the responsibility of Lessee and are available for use at no additional charge. Decorations/props are available for rent.
2. All candles must be contained. Open flames are prohibited.
3. No decorations/props shall be displayed to block exit doors.

Lessee initials: ________________

CLEAN-UP:

1. After use, place all trash in plastic bags and take bags to the dumpster located on the north side of the maintenance building.
2. Candles must be extinguished after the event.
3. Everything that is brought into the building by the Lessee must be removed before vacating the building.
4. Depending upon other scheduled events, the final cleanup can be completed on the Monday after the event.

Lessee initials: ________________

I HAVE READ THE ABOVE RULES AND REGULATIONS FOR USE OF THE SMAC FACILITIES AND AGREE TO COMPLY WITH SAME.

Signature of Lessee: ___________________________ Date: __/__/____

ST. MARY’S ACADEMY & COLLEGE
Traditional Catholic Schools of the Society of St. Pius X
200 E. MISSION STREET  ST. MARYS, KANSAS 66536