

SJS GYM USE GUIDELINES FOR PARISH AND SCHOOL EVENTS

The St Josaphat School Gym is booked for parish and school events much of the school year but there are opportunities to use the gym on some evenings and week-ends.

Reserving The Gym

Event Approval - All parish and school events must be pre-approved by either the Pastor (parish events) or School Principal (school event) before making a gym reservation request. All fundraising events must also be approved by the Parish Development Council (PDC). **A set up time, event time and clean up finish time must all be provided to the parish office when the reservation request is made. Review the clean up guidelines on P. 4-5 when making these decisions. All events in the gym must end no later than 10:00p followed by a timely clean up and exit.** On weekdays during the school year the school cleaning service is available to sweep and damp mop the floor between 10:00-10:30p. Floor clean up outside of these hours must be performed by the event committee (see P. 5).

Gym Set Up Time

For events of < 100 people:	30 minutes chairs only
	45 minutes dining tables and chairs
For events of >100 people:	45 minutes chairs only
	60 minutes dining tables and chairs

Note: Groups may add 30-45 minutes to set up if they are preparing food in the gym or decorating.

For more information on this process contact the Parish Office Manager or go to the parish website www.stjosaphatparish.org Resources tab.

Designate a Contact Person

One person from the event committee should be designated as the contact person for details related to gym use. This person will be responsible for proper set up and clean up as indicated below. Contact the AD with questions on any of the information below.

Decide on Event Entry - There are two possible entrance options for a gym event.

1. Southport Gym Doors - This is the preferred entrance for events held in the gym. For smaller events where use of the doorbell is reasonable, a committeeman or designated person should answer the door and make sure the individuals entering are invited to attend. Those arriving can ring the doorbell on

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the school building wall on the right near the handrail. For larger events where a doorbell cannot be heard or there are many entering the building, the Southport door can be locked in the open position so individuals can enter without a doorbell. This requires a special key. This option must be approved by Maria/Parish Office Manager for parish events or Miss Cannon/Principal for school events.

2. West Belden Door - This option is reserved for athletic events or other events where entering from the Southport doors is not reasonable. The west Belden door can also be locked in the open position so individuals can enter without a doorbell. This requires a special key. Use of this door must be approved by Maria/Parish Office Manager for parish events or Miss Cannon/Principal for school events. Once approved an outline of the security measure required will be forwarded.

Once determined, this will dictate which key the committee head will sign out from the rectory for the event.

Gym Access - Signing Out Key

Once your event is approved for the gym the event chair should plan to check that key out when access to the school gym is needed for set up. The event committee should use the checked out key to access the gym and not expect school staff to let them in the front door. Signing the key out also serves to track which groups are using the gym. The key(s) is/are signed out of the Rectory Office. Only adults can sign for the key.

Rectory hours are:

Monday - Friday 9:00a - 8:30p

Saturdays 9:00a - 5:00p

Sundays 9:00a - 1:00p

If access to the gym is necessary before 9:15a any morning then an event chair must get approval from the parish office manager to sign the key out the day before. There is only one sign out key so it is important to coordinate this with other groups who may have to access the gym the night before.

The key should be returned to the rectory immediately after event clean up. Return the key to the rectory by ringing the rectory doorbell and handing it to a staff member or if it is after hours drop the key through the mail slot on the rectory exterior door.

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Use of the Stage Area

Most items on the stage are the property of the school and/or the athletic association. These items may not be used without permission from the Athletic Director or Ms. Cannon.

- Please do not place any liquids on the piano
- If using the stage area please cover the desk near the north wall with a cloth or plastic table cloth to protect personal property
- Please leave the stage chairs and other property as you found them

Tables and Chairs

Tables and chairs are available for use. They are stored in the storage closet on the west side of the gym. The chairs are on chair racks. They can be rolled out and the chairs unloaded. Please be sure to reload the chairs carefully and not overload the racks. If extra chairs were borrowed for the event (brought over from the rectory) there will not be enough room on the chair racks. Please stack these chairs against the north wall in a neat manner. Our maintenance staff will retrieve these extra chairs after the event and return them to alternate storage. Please do not cram the extra chairs into the closet. This makes it difficult and sometimes hazardous for the next group using the chairs and tables.

The tables are stacked flat behind the chair racks. They are heavy so children should not handle the tables. Please be sure the tables are carried (not dragged) across the floor. It is important that the tables always be stored before the chairs. Please do not put chair racks in the closet first.

Use of the Equipment/Coaches' Room

The coaches' room (on the west side of the gym) serves the SJAA, the school gym teacher and the afterschool programs. On occasion groups ask to store items in the room the day before their event. Unfortunately due to limited space there is no option to store things for longer periods of time. Please contact the school AD if you wish to store items in this room the day before your event.

Children are not allowed in this room unless an adult instructs them to retrieve a needed item. Children may not use the equipment at will. Equipment in this room is the property of the SJAA and the school. Please be sure the door remains closed during events.

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Use Of Parent Room for Storing Items Pre- or Post-Event

The Parent Storage Room, found in the SE corner of the lower level of the Belden building, is managed by the SJS Parent Teacher Organization (PTO). Paper and consumables and re-useable equipment for repeat parish or school events can be stored here with permission. Your Event Coordinator/Chair can contact the PTO President to discuss possibilities for using this room for storing items pre-event or non-food items post event. All items stored post-event must be stored as indicated on the shelves and bins. If you are not able to properly store items the day/night of the event please arrange to have a committee member return the following week to complete the task. It is important that this takes place in this time frame. Items may not be dumped in unmarked bags and boxes, If you are not sure where to store an item please contact the PTO President or AD for guidance.

Consumable food items (other than salt, pepper, sugar and artificial sweeteners) may not be stored in this room. Instead, please dispose of or distribute amongst your committee members.

Any leftover consumable paper products stored in the Parent Room for annual events must be made available to other groups for consumption. We do not have enough space for each group to store their own items to keep for the next year.

Garbage Disposal

All garbage cans used for your event should be emptied when your event is over or before the garbage is spilling out. Please carefully pull the garbage bags up and out, tying the bag before hauling to the dumpsters. Be aware the typical garbage bags are not heavy duty so it will tear if it is not handled with care. There are additional garbage bags in the bottom of the garbage can. Please use a new bag to line the garbage can once you remove a bag.

All garbage bags with garbage in them need to be taken to the school garbage dumpsters. The school has three dumpsters located outside the building, SE corner, in a fenced in enclosure. This area is accessible through the SE door by the stage (go down the stairs and go thru exterior doors on R). Be sure to pull exterior doors closed after disposing of trash and be aware the doors will lock behind you so prop door open when disposing of the trash bags. Please use the furthest dumpster first and fill only to the point where the lid can close. If all dumpsters are filled and you have more trash to dispose of please leave it inside the building near the door. Be sure not to block any exits. Do not pile trash on top of the dumpsters or in the alley. We can receive a citation for improper trash disposal and have in the past.

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Basketball Backboards

The backboards can be closed (or retracted). If you would like the backboards closed during your event please contact the AD.

Floor Clean Up

Your committee is responsible for cleaning the floor if your event is not on a school night or does not end by 10:00p on a school night. There is floor care equipment in the coaches' room closet. It is the same equipment used by our contracted cleaning crew so please care for it properly and put all items back when finished. The equipment and supplies include: a dry mop (pink mop head), a wet mop (whitish gray mop head), associated replacement mop heads, mop bucket on wheels, spot treatment spray bottles and medium size towels and Half Time cleaning solution. Please follow the Speed Mop System to clean the floor (outlined on P. 6). Use only the solution provided and diluted as indicated. Any modifications can damage the floor and complicate future cleaning efforts.

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SPEED MOP SYSTEM

Equipment Needed

Bucket with wringer

Half Time Cleaner (1 cup per bucket)

48" dry mop (black frame with pink/purple mop)

48" speed mop (gray frame using gray/white cotton mop heads)

Spot Treatment Spray bottle - Filled with 25% Half Time solution and the rest H2O

Directions

1. Fill mop bucket with water and add **1 cup** of Half Time cleaner to bucket
2. **Dry mop** entire floor before speed mopping. This is the black frame mop with pink mop head. Make sure mop is fairly clean!
2. Soak **two** speed mop heads in bucket
3. Wring out mops so they are not dripping
4. Lay dampened mops on floor and place mop #1 on frame
5. With downward pressure push mop #1 across floor down and back covering two 4 foot lengths of the floor.
6. Remove mop #1 and soak in bucket
7. Put mop #2 on frame and do the same covering another two 4 foot lengths of the floor.
8. Repeat this process again covering 8 lengths of the floor (32 feet across). Finish with one last mop if needed.
9. If in the process of this the water gets filthy change out the water starting over with water and solution and continue cleaning floor.
10. Rinse two mop heads with fresh water after use and hang dry.
11. Use same mop heads for 2-3 days and turn in for washing.