

**ST ANDREW SCHOOL
HELENA, MT
FACILITY USE POLICY**

RENTAL POLICY

St. Andrew School does not rent the gym or any other School facility to any outside individual or group.

FAMILY PRIVILEGES

Families of St. Andrew School students may use the gym or other School facility for occasional, private purposes. Requests should be made through the office. The Principal may give permission on a case-by-case basis. The gym or other School facility must be cleaned after use and tables, chairs, and equipment put away. The person requesting the use must provide a \$100 damage deposit, which the School will return after the event if the gym or other facility is left in good order.

The primary purpose of the gym and other School facilities is to serve the curricular and extra-curricular needs of St. Andrew School. For this reason, only School-sponsored activities can schedule regular or repeated use of the gym or other School facility. Except as specified in this Facility Use Policy, any private requests for regular time in the gym or other School facility will be turned down.

The gym or other School facility is not available for non-School use at any time during which it is needed for any School program. Any privately-scheduled use of the gym or other School facility is subject to cancellation, if the School needs to schedule a School activity in the gym or other School facility.

Under this Family Privileges policy, the Principal may allow a parent or group of parents to sponsor the regular use of the gym or other School facility for appropriate youth activities, such as Boy Scout or Girl Scout functions, athletic practices, or similar activities which St. Andrew School does not itself sponsor but which includes St. Andrew students as participants. This exception to the rule against regular private use of the gym or other School facility is subject to the following requirements:

- The gym or other School facility is not available on Wednesdays
- A specific St. Andrew parent or guardian must assume responsibility for setting up for the activity, for clean up, and for locking the building after verifying that all participants and spectators have left
- The sponsored organization must submit, no less than 14 days before the proposed use of the gym, a written request to use the gym, specifying:
 - the proposed date(s);
 - the purpose or nature of the activity, and
 - the specific St. Andrew parent or guardian who is responsible for the event.
- The sponsoring parent or guardian must sign out a key before the event, and return the key to the office the next day
- The sponsored organization must:

- Pay the standard \$100 damage deposit, which will not be returned until after the last scheduled use of the gym or other School facility
- Pay a use fee of \$50 per day for any use of the gym or other School facility if the sponsored organization charges any fee to the participants or attendees
- Provide evidence of appropriate liability insurance, with St. Andrew's School, Inc., included on the policy as an additional insured
- Provide written assurance that each adult involved in the program has completed, and is maintaining his or her current participation in, the Virtus™ program or a similar program that helps adults to recognize and respond appropriately to inappropriate conduct with respect to minors
- St. Andrew School may grant or deny the request as a matter of discretion.
- As with any other private use of a School facility, any scheduled use is subject to cancellation, if the School needs to use the facility for a School activity.

The Family Privileges policy does not permit the use of the gym or other School facility for any commercial, professional, or political activity. Nor may the gym or other School facility be used for any activity that is not consistent with the Mission Statement or with the School's institutional commitment to the Catholic faith.

The School respects and accepts the pastoral authority of the Bishop of Helena. For this reason, the Family Privileges policy does not permit the use of the gym or other School facility for any pastoral, catechetical, liturgical, or other similar activity that involves a priest, deacon or religious from outside the Diocese of Helena without clear written evidence that the priest, deacon or religious has the permission of the Bishop of Helena to be engaged in the activity in the Diocese of Helena.