

BISHOP LOUIS REICHER
Facilities Rental Guide



Come and Be Set Apart



Facilities Rental Guide

In order to reserve and utilize Bishop Reicher Catholic School's facilities, it is important to adhere to the guidelines and procedures provided in the guide. The facilities are open for use by St. Louis Catholic Church parishioners, Waco organizations, faculty, staff, and students of Bishop Louis Reicher Catholic School. It is a blessing that these resources are available to the community, and we should collaborate to guarantee their safe and responsible utilization. The priorities for the use of school facilities, when school is not in session, are as follows:

- Regular school-sponsored programs;
- Parish-sponsored programs;
- Catholic community-sponsored programs;
- County or city-sponsored programs;
- Community non-profit groups; and
- Private groups.

Rental Procedures for Non-School Sponsored Events

- To ensure the best support for your event, please complete the appropriate BLR Facility Rental Request Form at least thirty (30) days in advance of the event. Use the following links based on your needs:
 - General Public: www.bishopreicher.com/facility-rental-request
 - Staff, Parents, and Students: www.bishopreicher.com/event-registration-form
- Upon submitting the completed form, a confirmation email will be sent to the designated recipient to confirm approval.
- After receiving approval for the facility rental, the rental party must sign and return the rental agreement.
- Proof of insurance must be provided by the rental party at least two (2) weeks before the scheduled event.
- Additionally, the rental party is required to visit the school within 48 hours before the event to pick up the key and/or key card and receive a Clean-up Checklist.

Facilities Rental Guide

Facilities Reservations Procedures for School-Affiliated Events

- School administration, faculty, and staff must reserve facilities by using the Facility Rental Form - forms.gle/to1Xx3gKRE4sQxUi6 - for all school-sponsored usage.
- To ensure that events are properly scheduled, the administration, faculty, and staff must also complete the Event Registration Form found at www.bishoppreicher.com/event-registration-form. This will ensure that the event is added to the school calendar in a timely manner.

School facilities *will not* be made available for any function that is

- Contrary to the philosophy and policies of the teachings of the Catholic church or not conducted in accordance with the law.
- Lacking responsible adult supervision.
- Not approved by the School Administration or Athletic Director.

Facility Usage Policies and Procedures

- The use of illegal drugs is strictly prohibited on the school property. Permission from the School Administration is necessary for the consumption of alcohol. It is important to note that open containers or drinks are not allowed to be taken off the premises if any alcoholic beverages are being consumed on school property. For the safety and well-being of everyone, a security guard is required at the renter's expense during parties.
- Our facilities are smoke-free zones, which means that smoking, vaping, and the use of tobacco products are strictly prohibited.
- If you intend to use the kitchen amenities in St. Joseph's Hall, you may choose to keep cold items in the refrigerator and heat up hot food using the oven, range, or microwave. Be sure to take note that all food items must be cleared out at the end of the event.
- Please refrain from attaching any items to the walls, including decorations and signs. All decorations must be either free-standing or placed on tables. Thank you for your cooperation..
- Please do not slide tables and chairs across the floor.
- It is not allowed for anyone to sit on tables.
- Please note that it is not permitted to remove any tables or chairs from the building.
- It is strictly prohibited to have any kind of open flames, including candles, inside the buildings.
- Access to facilities and equipment is limited to authorized personnel only.

Facilities Rental Guide

- The rental party is to ensure that attendees behave appropriately and the school remains secure. If the group size exceeds 50 individuals, the renter party will be responsible for covering the cost of hiring security personnel.
- The responsibility of safeguarding school property and preventing any damage to its facilities and equipment lies solely with the organization or group utilizing them. If any damage occurs to school property or equipment, the organization or group will be held accountable for the cost of repair or replacement.
- If the rental party fails to maintain the cleanliness of school facilities and does not leave the facilities in the condition in which it was found, they will be charged a caretaking fee at the rate of \$25.00 per hour.
- It is important to note that littering is strictly prohibited on all school premises.
- If necessary, Bishop Reicher is willing to help with the arrangement of tables and chairs based on a written plan provided. However, the plan must be submitted at least a week before the rental date, or it can be attached to this agreement.
- The rental party ***MUST*** be at the facilities during event hours.
- Payment of all contracts must conform to the school's payment policies, procedures, and regulations. Failure to do so may result in the cancellation of the use of the school facility.
- When signing the rental agreement, a deposit and fifty percent (50%) of the fee are required. The remaining balance is due on the day of the event. A full refund will be provided if cancellation is made thirty (30) days before the rental date. However, no refund will be given for cancellations made after that period.
- The rental party will take responsibility for any damage or injury that occurs on the premises. Bishop Louis Reicher Catholic School expects the rental party to indemnify and hold Bishop Louis Reicher Catholic School, St. Louis Catholic Church, or the Diocese of Austin harmless from any loss, cost, or expenses that may arise. This includes reasonable attorney fees. However, if the injury or damage is determined to be caused by Bishop Louis Reicher or its agents, servants, or employees, the renter shall not be held responsible. It is required that the rental party obtain insurance to cover any losses. If renters do not have insurance, they will be accountable for any losses incurred from their own assets.
- Failure by any individual, organization, or group to comply with the above procedures will result in the refusal of future requests.

Facilities Rental Guide

Emergency Contact Information

If there is a maintenance emergency during the event or if you need technical assistance, please contact the person or persons below. For a medical emergency, please call 911.

For maintenance, please call:

Charles Gonzales
Director of Facilities
254.754.1247

For technology, please contact:

Brian Atteberry
Director of Technology
batteberry@bishopreicher.com

Facilities Rental Guide

Clean-up Checklist for Lower School Gym

- ☐ Ensure no food materials are left in the area.
- ☐ Sweep floors.
- ☐ Ensure all spills are cleaned up.
- ☐ Empty trash into the outside garbage dumpster and replace trash bins with trash liners.
- ☐ Check the restrooms, straighten up as necessary, and turn off the bathroom lights.
- ☐ Clean out bleachers before pushing back.
- ☐ Turn off all lights, including in the hall(s) and gym, if applicable.
- ☐ Return parking lot and grounds to original condition.
- ☐ Ensure the facility is locked up.
- ☐ Return the key to the front office upon completion of the event.
- ☐ Report any needed repairs to the front office.

Signature: _____

Date: _____

Please sign and return to Mrs. Besa or Mrs. Chollett after event has been completed:

Facilities Rental Guide

Clean-up Checklist for High School Gym

- ☐ Ensure no food materials are left in the area.
- ☐ Sweep floors.
- ☐ Ensure all spills are cleaned up.
- ☐ Empty trash into the outside garbage dumpster and replace trash bins with trash liners.
- ☐ Check the restrooms, straighten up as necessary, and turn off the bathroom lights.
- ☐ Clean out bleachers before pushing back.
- ☐ Turn off all lights, including in the hall(s) and gym, if applicable.
- ☐ Return the parking lot and grounds to their original condition.
- ☐ Ensure the facility is locked up.
- ☐ Return the key to the front office or to the designated area upon completion of the event.
- ☐ Report any needed repairs to the front office.

Signature: _____

Date: _____

Please sign and return to Mrs. Besa or Mrs. Chollett after event has been completed:

Facilities Rental Guide

Clean-up Checklist for Football Field

- ☐ Ensure no food materials are left in the area.
- ☐ Make sure all trash is picked up from both bleacher sections
- ☐ Empty all trash cash into the school dumpsters.
- ☐ Clean the Press Box and make sure all trash is removed.
- ☐ Check the restrooms, straighten up as necessary, and turn off the bathroom lights.
- ☐ Turn off all lights
- ☐ Make sure all trash is removed from the parking lot area
- ☐ Ensure the facility, including the press box, is locked up.
- ☐ Return the key to the front office upon completion of the event.
- ☐ Report any needed repairs to the front office.

Signature: _____

Date: _____

Please sign and return to Mrs. Besa or Mrs. Chollett after event has been completed:

Facilities Rental Guide

Clean-up Checklist for St. Joseph's Hall

- ☐ Wipe off all tables and chairs.
- ☐ Put up tables and chairs along the walls in a neat and orderly manner.
- ☐ Clean countertops, sinks, appliances, etc., with an appropriate cleaner. Store each item in its proper place.
- ☐ Ensure no food materials are left in the area.
- ☐ Sweep and wet mop the floors.
- ☐ Ensure all spills are cleaned up.
- ☐ Empty trash into the outside garbage dumpster and replace trash bins with trash liners.
- ☐ Check the restrooms, straighten up as necessary, and turn off the bathroom lights.
- ☐ Turn off all lights, including in the hall(s) and gym, if applicable.
- ☐ Return parking lot and grounds to original condition.
- ☐ Ensure the facility is locked up.
- ☐ Return the key to the front office upon completion of the event.
- ☐ Report any needed repairs to the front office.

Signature: _____

Date: _____

Please sign and return to Mrs. Besa or Mrs. Chollett after event has been completed: