



Facilities Use Policy

All Saints Episcopal School will make the facilities available for use based on this policy. All parties using the school's facilities outside the regular school day for non-school sponsored events are required to adhere to this policy.

A violation of any portion of this policy will result in the forfeiture of use of the facilities.

For use of the gymnasiums or athletic fields, contact Rachel Culp, Athletic Director. For use of other areas of the campus, contact Misty Deeds, Administrative Assistant.

Reserve the date, time, and space.

Complete either the Facilities Use Agreement or the Facilities Rental Agreement.

Facilities Use Agreement

This agreement is used for parents, faculty, staff, or other members of the All Saints community for activities such as Boy Scouts, Girl Scouts, practices of sports teams made up at least partially of All Saints students, and other parent-sponsored activities for groups at least partially made up of All Saints students. The choice the Facilities Use Agreement versus the Facilities Rental Agreement is at the discretion of the All Saints Episcopal School Administration.

Facilities Rental Agreement

This agreement is used for all activities hosted by entities other than parents, faculty, staff, or members of the All Saints community. These events include, but are not limited to, sports tournaments, activity-based camps, or other events in which participants pay individually to attend. This agreement requires fees to be paid to the school for facility usage.

Fees

Fees are associated with the Facilities Rental Agreement. Fees are based on the type, length, and frequency of the activity.

DR. MIKE BENNETT, Headmaster

PATTI FRULLO, Assistant Head of School

VICKI DENNY, Patriot Learning Center Division Head

DR. GLENN DAVIS, Middle School Division Head

SHERRY FEWIN, Lower School Division Head

RACHEL CULP, Dean of Students / Athletic Director

Fees for events in which participants pay individually for instruction, such as activity-based camps, tumbling lessons, Tae Kwon Do classes, and others, are equal to 20% of the revenue collected by the instructor, or instructing entity, for the activity.

Fees for events such as sports tournaments, seminars, use of a room or the courtyard for an activity not involving All Saints students, or others not fitting the above category, are based on an hourly rate. These events also require a fee for the presence of an All Saints faculty or staff member to open the building and stay onsite during the event.

Confirm the Reservation

Confirm the reservation by checking the calendar on the website or calling the Administrative Office.

Key Checkout

Building keys may be checked out from the Administrative Office the school day prior to the activity and must be returned to the office the school day following the activity. If the activity occurs on multiple dates, keys must be checked out and checked back in for each date independently. Any fees due must be paid upon key checkout.

Care of Facilities

All participants and spectators must stay in the space reserved.

The person signing the *Facilities Use Agreement*, or the *Facilities Rental Agreement* in which an All Saints faculty or staff member is not required, must remain on campus in the reserved space for the entire duration of the activity.

The person signing the *Facilities Use Agreement*, or the *Facilities Rental Agreement* in which an All Saints faculty or staff member is not required, must remain in control of the key at all times.

All articles of the school must be returned to the original order and condition upon completion of the activity.

Trash should be put in the receptacles and lights should be turned out.

All doors and gates must be locked.

Any injuries or damages should be reported to a school administrator as soon as possible.

Contact Numbers

All Saints Episcopal School Administrative Office – (806) 745-7701

Rachel Culp, Athletic Director / Dean of Students – (806) 470-1745

Patti Frullo, Assistant Head of School – (806) 535-2880

Dr. Mike Bennett, Headmaster – (806) 928- 7835

Misty Deeds, Administrative Assistant – (806) 777-1804