



APPLICATION GUIDELINES FOR USE OF SNRCS FACILITIES

1. Application

- Obtain a Facility Use Application from the SNRCS Administration Office (23 College Ave.), or www.santoninoregional.org
- Obtain site availability approval from Principal or Director of Operations
- Complete and submit application (at least 3 weeks prior to event) to the Director of Operations with the following documents:
 - Schedule of events (if more than one day)
 - Certificate of Insurance in the amount of at least \$1,000,000.00 with Santo Niño Regional Catholic School named as an additional insured
 - Non-profit letter (if applicable)

2. Facility/Personnel Charges

- Impact and personnel fees may apply (see Schedule of Rates page 2)
- All fees are payable in full one week prior to event
- Santo Nino will provide a detailed invoice of all fees
- Checks or money orders should be made to Santo Niño Regional Catholic School

3. Walk-Through

- Director of Operations will schedule a walk-through (if required) at least one week prior to the event

4. Final Approval/Disapproval Letter

- Principal and Director of Operations will approve or disapprove application.
- If approved the Director of Operations will send a final approval letter. Only the Director of Operations or the Principal will give a final approval for use of facilities.
- The final approval letter must be on hand at the event



SCHEDULE OF RATES

Rental charges are for the facilities only and any normally required furniture/equipment. Other charges shall normally be added when special furniture/equipment is to be provided to the facility user.

FACILITY <i>Prices are subject to change without notice</i>	HOURLY RATE	FLAT RATE
Classroom or Conference Rooms	\$20.00	
Specialized Classroom (music or art rooms, etc.)	\$25.00	
21 st Century Computer Lab (Requires 30 day approval by SNRCS Technology Director)	\$100.00	
Cafeteria/Commons Area	\$40.00	
Cafeteria & Kitchen (Requires 30 day approval by Director of Operations)	\$40.00	
Gymnasium	\$50.00	
Library	\$40.00	
Playground		\$40.00
Parking Lot Only		\$100.00
Parking Lot for Profit Activities (Flea Market, Art Shows, Charged Parking, etc.)		\$250.00
Filming on school sites	Price will vary	

Schedule of Rates for Personnel Services

The Santo Niño Regional Catholic School reserves the right to require the applicant to support the event with the personnel deemed appropriate to protect and ensure appropriate use of our facilities. Santo Niño Regional Catholic School will determine the type of personnel needed and times needed based on the event (this may require additional hours than the event). Additionally, Santo Niño Regional Catholic School reserves the right to deny the use of a facility if the applicant is unwilling to pay for the additional personnel services. Santo Niño Regional Catholic School may require additional time to arrange personnel services. The Director of Operations will arrange for requested and/or required personnel services. Hourly rates are per person and are subject to change without notice. Special discounts do not apply to personnel services.

PERSONNEL	
Security, Custodial , Food Service Worker	\$25.00
Event Manager, PA Announcer, Equipment Operator, Technology Assistant	\$30.00
Food Service Manager, Maintenance Technician, Electrician	\$30.00
Clock Operator	\$15.00
On-call opening/closing (SNRCS keys will not be given to any applicant)	\$50.00/day



LIBRARY AND 21ST CENTURY CLASS RENTAL REGULATIONS

- No food or drinks will be permitted in Santo Niño Regional Catholic School's Library or 21st Century areas. **NO EXCEPTIONS!**
- Smoking, use of all tobacco and/or alcohol products is prohibited in all Santo Niño Regional Catholic School's facilities and on all school district property.
- Only qualified Santo Niño Regional Catholic School technicians may configure computers, or audio video equipment.
- Applicant will be responsible for all damages and thefts.
- All properties not belonging to the school system are to be removed immediately at the conclusion of the event.
- A uniformed security person may be required on duty at events. Amount of security personnel will be determined by Director of Operations. Security personnel are required to arrive at least 30 minutes before scheduled event and to remain until the area is completely cleared (fees will apply).
- No flammable materials may be used for decorations. Open flames are not permitted in any part of the Santo Niño Regional Catholic School without the written permission of the Santa Fe Fire Marshall and the Director of Operations or Principal.
- The Santo Niño Regional Catholic School reserves the right to ask anyone to leave who is making it difficult or impossible for others to enjoy an event. Objectionable actions include disruptive behavior, violation of Santo Niño Regional Catholic School policy, city, state or federal law. The applicant will be responsible for any damages sustained because of the Santo Niño Regional Catholic School's actions in dismissing a disruptive person or persons.
- The licensee shall not permit entrance or seating in excess of the Santo Niño Regional Catholic School's occupant/seating capacity.
- Any direct 110 or 220 connections will be made by the SNRCS qualified electrician. The licensee will be required to pay for the electrician's services (refer to rate table) with a four hour minimum.
- Santo Niño Regional Catholic School shall refuse to rent its facilities for any event, activity or performance if it is determined that said event may cause physical damage, liable stipulations, or create unusual risks or conditions for the school district.



USE OF KITCHEN FACILITIES BY OUTSIDE GROUPS

Purpose:

Although the school district provides the kitchen facility, the food, supplies, and equipment are purchased with Child Nutrition funds. Donated commodity foods are also stored there. The Cafeteria Manager is responsible for these items and is expected to limit access and maintain security and assure compliance with regulations and codes. Specific rules follow.

Procedures:

Storage of food items in kitchen refrigerators

Health regulations prohibit the storage of foods from unapproved sources in kitchen refrigerators or freezers. Food service personnel have been instructed that foods brought from home cannot be stored in school refrigerators or freezers. Purchased foods in original containers may be stored if space permits.

After hours use of kitchen facilities

When kitchen facilities are to be used for food preparation and/or service, the user organization must pay a member of the food service staff to be present.

Any use of a kitchen or its equipment must be with prior approval from the Director of Operations and the Food Service Director and the Principal's designee. An "Application for Use of Facilities" should be filed at least thirty days prior to the event. The Principal's designee who approves the facility use will notify Student Nutrition Services if the kitchen is to be used.

SNRCS will ensure applicants are properly trained on all kitchen equipment requested and approved.

KITCHEN USE AGREEMENT

As the representative of _____ I request the use of
(Organization Name)

_____ Cafeteria kitchen on _____,
(School) (Date) (Year)

from _____ am / pm to _____ am / pm. This is for the
(Time) (Time)

Purpose of _____

Applicant agrees they have been shown how to properly use the kitchen equipment in which they have been given permission to use. Applicant also agrees to be responsible for cleaning of equipment after completion of use; failure to properly clean kitchen and equipment will be billed in one hour increments to return the kitchen to normal conditions.

Applicants Signature

Date

Student Nutrition Director or Designee Signature

Date



APPLICATION FOR USE OF FACILITIES

Theresa Vaisa
Office: 505-424-1766
Fax: 505-473-1441
Email: tvaisa@santonino.k12.nm.us

Chad Morris
Office: 505-428-7915
Fax: 505-473-1441
Email: chadm@santonino.k12.nm.us

Name of Applicant Organization: _____

Type of Organization (check one):

- School or curriculum-related student club or organization
- School sponsored group
- School District-related group
- Local government
- Educational institutions
- Other not-for-profit group or youth organization
- Other private or individual for-profit group

Address of Organization _____
Street City State Zip

Name & telephone number of 1st contact person: _____

Name & telephone number of 2nd contact person: _____

E-mail Address of Contact person(s): _____ OR _____

Non-profit status (attach a copy of 501C 3 IRS letter required as proof): Yes _____ No _____

Certificate of Insurance with School District named as insured: Yes _____ No _____

School Facility requested: _____

Area requested (Building/Room/Grounds/Other): _____

Date(s) of event _____ Schedule Attached Yes _____ No _____

Time facility needs to be Opened _____ am/pm Closed _____ am/pm

Actual time of event: Start _____ am/pm Finish _____ am/pm

Estimated number of participants and audience _____ TBD

Will you charge any fees? Yes _____ No _____ How much will you charge? \$ _____

If yes for what (Participation Fee, Registration Fee, Entry, Etc.): _____

Will you have concessions? Yes _____ No _____ Concession stand needed? Yes _____ No _____

Purpose of event: _____



APPLICATION FOR USE OF FACILITIES, CONT.

APPLICANT ACKNOWLEDGMENT

1. Applicant agrees to waive, release, and hold harmless the Santo Nino School, its Board, its members, administrators, officers, teachers, agents, insurers, and employees, against any claim, demand or cause of action, whether now in existence, or hereafter arising for any personal injury, property damage, or any other cause of action or including claims for interest, costs, expenses, or attorneys' fees, arising out of, resulting from, occurring during or in any way connected with use of the facilities requested herein, whether or not such injury or damage is caused by or contributed to in whole or in any part by any action or failure to act, negligence, breach of contract or other misconduct on the part of the School District, its Board members, administrators, officers, teachers, agents, insurers, and employees.
2. Applicant agrees to be personally responsible on behalf of the user group, participants, and attendees for any damages sustained to the School facility, furniture, equipment, or grounds occurring through the occupancy or use of the School District facility by the user group, participants, and attendees.
3. Applicant agrees to be responsible for cleaning the School Facility after completion of use and maintaining proper security during its use.
4. Applicant warrants that it will observe all rules and regulations of the School, and that the applicant will exercise the utmost care in the use of the School's premises and property, and will make good any loss or damage to said premises and property which arises during or as a result of applicant's use thereof, no matter what the cause.
5. Applicant agrees that it has received and read the rules, regulations, conditions, and terms of this Application and that the applicant will abide by them and conform to all applicable policies, provisions, rules, and regulations of the School District and its authorized agents that may be communicated to the applicant.
6. Applicant agrees that, in the event the applicant cancels its use of the School's Facilities, no refund will be made and that changes in the date or extension of time are subject to approval by the School's Administration.
7. The School reserves the right at all times to terminate use of the School facility or to require user, or any participant with user, to leave the School premises.
8. This agreement is not assignable.

By signing below, the undersigned certifies that he or she has been duly authorized by the applicant named above to act on its behalf in making application for use of the School Facilities.

Signature

Date

Printed Name

Organization



APPLICATION FOR USE OF FACILITIES, CONT.

SITE APPROVAL

(Principal must complete this section)

Site Custodian Available for Event: Yes No

Open required by on-call personnel: Yes No

Closing required by on-call personnel: Yes No

Walk-Through Required: Date: _____ Time: _____

Site Staff Custodial Maintenance Security Other _____

Campus/Facility: _____ Room Assignment: _____

Principals or Designee Signature

Print Principal/Designee Name

Date

REQUIRED PERSONNEL

(Additional Charges Apply)

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> On-Call Open | <input type="checkbox"/> Security Staff _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> On-Call Close | <input type="checkbox"/> Food Services Manager _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Custodial Staff _____ | <input type="checkbox"/> Technology Staff _____ | <input type="checkbox"/> Other _____ |

FOR OFFICE USE ONLY

Date Application Received: _____ Total Amount Due \$ _____

Approved Disapproved Date approval/denial letter sent out: _____

Nonprofit status (copy of 501(c)(3) IRS letter) attached

Certificate of Insurance with Santo Niño Regional Catholic School named as insured attached

By: _____ Date _____
Authorizing Official

Invoice Number: _____ Receipt Number: _____

Paid: Cash Check # _____ Money Order # _____

Due date: _____ Date Payment Received: _____