

Holy Trinity Catholic School

Room/Gym Reservation Guideline Sheet 18-19

Any group wishing to use the HTCS campus for meetings/practices must adhere to the following guidelines:

General Guidelines:

1. Classrooms/gym may be reserved beginning after the Labor Day holiday and ending the last day of June. The campus (classrooms and MP Room) will be unavailable on days the school will be closed for in-services, holidays and Holy Days (See School Calendar). The gym is the only exception and is at the discretion of the office. The entire campus is closed on Sundays, except for parish activities and events.
2. Required forms for **school sponsored groups**: (must be turned in at least one week prior to your first meeting/practice):
 - a. *Room/Gym Reservation Schedule Request Form*
 - b. *Roster*: must include student names, leaders' names and phone numbers. **Two adults must be present at all times and must have completed the Diocesan safe environment training.**
3. Required forms for **non-school sponsored groups**: (must be turned in at least one week prior to your first meeting/practice):
 - a. *Room/Gym Reservation Schedule Request Form*
 - b. *Contract for Use of Facilities*
 - c. *Certificate of Liability*: You will need to supply a copy of the sponsoring league's (YMCA, City of Grapevine, Girl Scouts, etc.) liability insurance. The certificate of insurance must provide general liability coverage of not less than one million dollars per occurrence and must name Holy Trinity Catholic School **and** the Diocese of Fort Worth as insured.
 - d. *Roster*: must include student names (when applicable), leaders' names and phone numbers.
 - e. *Rental Fee*: to be determined through the Business Office

***Groups will not be allowed to use the facilities until all completed forms are turned into the office.**

4. School-sponsored and Parish groups have precedence over non-school sponsored activities and groups.
5. The classroom/gym must be clean and returned to the original set-up. Please do not use any of the teacher's supplies, games, or equipment. Never remove any furniture from the classroom or bring any other furniture into the classroom.
6. The children will be called to their activities **after the carline is completed**. Younger siblings, if they will be meeting with you, will also be called **after carline is over**.
7. To use additional areas on campus the space must be reserved in advance separately from the room you are using. (playground area, multi-purpose room, courtyard, etc.)

8. Emergency contact information:
 - c. Leaders/coaches must give their personal phone number to the parents. The office closes at 3:45 p.m.
 - d. Leaders/coaches must have emergency contact information for each child with them at all times. Student Emergency Information forms will be distributed to you by the office once we have received your student roster (School sponsored groups only).
9. Coaches are responsible for having emergency contact information.
10. Dismissal after meeting:
 - a. Every leader is responsible for making sure every child goes to a parent or to Before & After School Care, if registered.
 - b. An adult leader must return Before & After School Care students to a caregiver and check them in. Do not drop off a child without checking him/her in and speaking to the caregiver.
 - c. Do not leave a child unattended.

Gym Rules:

1. No kicking or hanging on the blue mats on the wall.
2. Only water is allowed in the gym. (No colored Gatorade)
3. You must bring your own equipment (volleyballs, basketballs, etc.)
4. If you will be using the volleyball net, you must contact the Athletic Director before the first practice.
5. No hanging on the rim or the nets on any of the baskets or mats.
6. Sweep the gym floor after practice.
7. The gym must be clean and returned to the original set-up.
8. If needed, adjust the gym thermostat by only a few degrees and return to original temperature before leaving.
9. Do not prop open doors.
10. Ensure doors are locked.

Health Rules:

1. First aid kits are located outside the multi-purpose room and in the gym. These kits include disposable gloves, band aids, gauze, baggies for ice packs, small envelopes for teeth, antiseptic towelettes and a plastic trash bag. Please notify the Athletic Director if products in the first aid kit are used so they can be replenished.
2. Leaders/Coaches must have on site the Student Emergency Information form for all students.

3. In case of minor injury, basic first aid may be administered. In case of major wounds or injury, call 911 if appropriate and parents must be notified immediately.
4. In the event that a student must be transported for emergency medical care and parents cannot be contacted you may call the secondary contacts listed by the parents on the Student Emergency Information.
5. Coaches must complete the Diocesan Accident / Incident Reports and submit to school administration within 24 hrs. or the next school day.
6. Students **may not** carry medications to sports events. **Only parents may administer medications to their children during sports/extracurricular events.**
7. Please follow Diocesan Policy for Heat and Heat Index and Cold Weather Guidelines (policy in packet).
8. Due to the potential for serious latex-related allergic reactions as well as choking hazards associated with latex balloons, no latex balloons will be allowed in school buildings or on school grounds. Mylar balloons may be used in place of latex.