

Lourdes Academy of Oshkosh, Wisconsin, Inc. Regulations & Responsibilities

Limitation on Use

- All Lourdes Academy of Oshkosh, Wisconsin, Inc. facilities are tobacco-free and drug free campuses. Alcohol may not be served on the premises without the written consent of the Lourdes Academy President or his/her authorized delegate from the Lourdes Academy Central Business Office. If alcohol is served, precautions must be taken to ensure that no minor is served or allowed access to any alcoholic beverages and that intoxicated individuals are not served.
- Groups 2 and 3 shall sign a written "Facility Use Agreement" prior to any use of Lourdes Academy facilities.
- Lourdes Academy reserves the right to limit the amount of usage of any group on a weekly or monthly basis.

Responsibilities of the Authorized Representative of the Renting Group:

The authorized representative will:

- Be the first to enter the building (at least 30 minutes before the event) and the last to leave.
- Make certain that only lawful activities will be conducted in the facility.
- Make certain that the number of people in attendance does not exceed the room capacity that is allowed by code.
- Make certain that all forms of advertising for the event are in accordance with the philosophy of Lourdes Academy and the Diocese of Green Bay.

General Regulations Governing the Use of Lourdes Academy Facilities:

- All rentals are contingent upon the availability of needed Lourdes Academy personnel. The administration will determine the need for the presence of Lourdes Academy personnel.
- Lourdes Academy maintenance schedules will have priority use over building rental.
- Lourdes Academy supervisors will at all times have full authority to enforce proper and safe conduct of all persons and activities on Lourdes Academy property.
- Minors (under 18) must have a responsible party (25 years of age or over) present at all times to supervise the activity. When a group of minors exceeds 25, additional supervisors (25 or older) must be provided in the ratio of no less than 1 to 25. The younger the minor, the greater the supervision required.
- Any sale or distribution of food or drink must be approved at the time of application. The group must secure required state and local permits.
- All equipment and furnishings must be used as intended by the manufacturer. When using a room/space all furniture shall be returned to its proper place. Classroom supplies and materials should not be used at any time.
- Renters may not make any permanent or temporary modifications to facilities without written approval of the administration.
- No decorations, signs, banners or items of advertisement shall be placed in or on any Lourdes Academy property without specific approval at the time at which the application is accepted.
- Use of candles, burning of incense, smoke and/or fog machines require advance approval from an authorized representative of the Lourdes Academy Central Business Office.
- Gym shoes must be worn for activities in the gym.
- Shoes must be worn at all times in the facility.
- Tobacco use in Lourdes Academy facilities or on Lourdes Academy grounds is prohibited.

Clean up Responsibilities

The responsible party agrees to ensure that proper clean up of the facility is accomplished immediately after the use of the facility.

Proper clean up is defined as:

- Returning the room to the condition in which it was found prior to use.
- Wiping off tables and counters that were used.
- Washing and returning any kitchen property used.
- Picking up any litter generated by the activity.

Possible Additional Charges:

The following fees and/or costs may be charged to the renting group in addition to the normal rental fee.

- The signing of the contract for the use of Lourdes Academy facilities constitutes an acknowledgment by the group or organization of acceptance of responsibility for any damage incurred to building or equipment resulting from such use. Any damage to school property will be the responsibility of the renter and will be invoiced by the Lourdes Academy.
- No outside electrical or water hook-ups can be used without prior permission from the an authorized representative from the Lourdes Academy Central Business Office.
- No individuals will be allowed to incur long-distance charges on Lourdes Academy phones without the permission of the school supervisor.
- Rental fees include basic cleaning (i.e. dry pick-up, sweeping and/or vacuuming). Additional charges will be billed for major cleaning projects (spills, stain removal, etc.) or any other situations requiring additional labor.
- If dumpster pick-up from your event is required, charges will be incurred at the current rate.