

ST. Thomas More Cathedral School After Hours Use Form

STM is happy to be able to provide space for your activity. Due to the new security system, individuals must pay strict attention to the following:

The security system is programmed to arm itself automatically. You must leave the building during school nights promptly by 8:45pm. If you do not leave on time, the alarm will sound. The responsible person listed below will be charged with the corresponding fine for setting off the alarm.

The signed consent form must be returned to the STM office prior to the first date you have asked to use the facility. If you need access to the building during the week after Extended Day is closed, you must go to the Rectory and sign out a key fob. This fob gives you access to door 2. Access to classrooms must be pre-arranged with the office. ***In order to access the building on the weekends, you must meet with the Principal to schedule the event.***

1. Doors may not be propped open at any time.
2. Our school building must be ready to receive students each morning at 7AM.
3. All events must end by 8:45PM. The STM School paid custodial staff leaves promptly at 9:00PM and requires 15 minutes to clean and secure the building. The custodial staff does not work on weekends.
4. As a visiting group, you must agree to assume the responsibility to complete all clean up tasks so that the school is returned to the condition in which you found it and ready for opening at 7AM.

Cleaning responsibilities which visitors must complete include:

- Groups must assume the complete responsibility for cleaning any and all areas they have used.
- Please turn out all lights.
- Tables and chairs must be returned to their original locations and thoroughly cleaned.
- Thermostats must not be changed.
- All trash must be securely closed up and taken to the dumpster at the far side of the parking lot toward the Diocesan Office building.

If your group activity uses the restrooms on weekends:

- If restroom facilities have been used on the weekends, they must be cleaned, and the floors washed. STM will provide your group with the necessary equipment to clean the facilities.

If your group activity uses the kitchen:

- It is IMPERATIVE that visitors double check and ensure that the stove and all electrical equipment have been turned off.
- Counters in the kitchen must be thoroughly scrubbed and free of grease and food.
- Floors in the kitchen and cafeteria areas must be swept and washed.
- All utensils used must be washed thoroughly and then returned to their original location, not left on the sink board.

If your group wishes to, you may contact Keith Quill at Precision Cleaning Service, 703-855-9088, and make arrangements to hire and pay for a cleaner to complete these tasks for you.

As the person responsible for _____ (list event) which will be held on (date and time) _____; I understand and will comply with the above rules. (If you plan to use the facility multiple dates, please attach a list to this form.) You will receive an email confirming that your request has been approved.

We plan to: complete the tasks as a group **OR** hire Precision Cleaning to complete this work.

Signature of responsible person: _____ Date: _____ Phone/Cell # _____