

Room Scheduling Policy for After School Activities

Starting the 2010 – 2011 school year, all after school outside group activities (3:55 p.m. – 6:00 p.m.) will be scheduled and assigned space in classrooms. An outside group is defined as Scout Troops, Youth Enrichment activities and any other St. Hubert School approved groups that are directly related to the school. All space must be reserved through the facility scheduler. A form following this policy can be used or an email outlining the needed information can be sent to amy.gagliardi@sthubert.org.

St. Hubert Catholic Community reserves the right to refuse to rent and/or usage of facilities to any person(s), group(s) or organization(s). We also reserve the right to revoke permission to use our facility, to reassign space as needed and to cancel the reservation of space by an outside group if its use interferes with the ability of a parish or school organization to use the building.

Rooms that will be scheduled for outside group activities:

117	Resource
115	Music Room
119	Spanish
122	2 nd Grade
124	2 nd Grade
126	2 nd Grade
127	Kindergarten
128	Kindergarten
129	1 st Grade
130	Kindergarten
131	1 st Grade
132	1 st Grade
133	3 rd Grade
134	Co.-Athletic Director; 7th & 8th Grades
135	3 rd Grade
136	3 rd Grade
137	4 th Grade
138	4 th Grade
139	4 th Grade
220	Rehearsal Room
223	5 th & 6 th Grades
224	5th & 6th Grades
225	Library
231	5 th & 6 th Grade
232	5 th & 6 th Grades
232	5 th & 6 th Grade
233	Health & Phy. Ed.
233	K, 1/2 & 7/8 Spanish
234	5 th & 6 th Grades
235	7 th & 8 th Grades/
236	7 th & 8 th Grade
237	7 th & 8 th Grades
239	5 th & 6 th Grades
LA	Lower Atrium
UA	Upper Atrium

Rooms that will not be scheduled for outside group activities*:

113	St. Augustine
115	Music Room
116 ABC	St. Matthew/Mark/Luke
118	Youth Room
216	Kitchen
222	Employee Lounge
226	Science Room
227	Computer Lab
228	Computer Lab
230	Art Room
238	Science
Family Room	Family Room
FH	Fellowship Hall
Gym	Gym

*Any outside group requesting the use of the above rooms must request them through the parish facility scheduler for approval by the business administrator. Building usage fees and certificates of insurance may be required for use of the space.

Space Policy for Scout Troops

1. All troop meetings will be held in classrooms. If a larger space is needed, the Upper and Lower Atriums can be booked for such meetings.
2. The maximum number of meetings a troop can hold in our facility are two per month.
3. Troops using classrooms to meet in will be charged a building usage fee of \$50/year. (Checks can be made payable to St. Hubert School.)
4. Troop meetings requiring the use of the Fellowship Hall after 6:00 p.m. will be charged \$50/meeting. (Checks can be made payable to St. Hubert's)
5. Any Scout event requiring the use of the Fellowship Hall for a special event such as banquets, derbies, bridging ceremonies, etc. will need the approval of the Leadership Team and will also be charged a rental fee in the range of \$100 - \$200 based on the type of event.
6. Any setup will need to be done by the troop. All rooms must be returned to the original configuration and cleaned before leaving.

Any questions regarding this policy can be directed to Mary Overby, (952) 374-5053
mary.overby@sthubert.org

Troop Space Request Form follows on next page...

Troop Space Request

Troop #: _____

Grade of Troop: _____

Contact Name: _____

Email: _____

Phone #: _____

Dates & Times Requested: _____

Building usage fee: _____ \$50/year