



Facility Usage & Rental Information

St. Pius X Catholic High School
1030 St. Pius Drive
Crystal City, MO 63028
(636) 931- PIUS

Any individual, group, school or non-school organization that would like to use St. Pius X Catholic High School must do so by reaching out to Eddie Moreno.

**emoreno@stpious.com
(636) 931-7487 ext. 110**

The following procedures outline requirements for requesting use of any St. Pius X Catholic High School facility. Please be sure that you submit a current *Certificate of Insurance* that includes an *Additional Insured Endorsement*. Entities of the Archdiocese of St. Louis do not have to submit insurance; they only have to submit proof of affiliation.

St. Pius X will make all attempts to fill requests when such use does not conflict with school operations. Such use will be only at such times as the facilities requested are free from St. Pius X school and extracurricular activities. St. Pius X reserves the right to deny or cancel use when any such use may in any way be prejudicial to the best interest of the school or when conflicts with other school events occur.

- Only usage that includes an approved certificate of insurance will be considered.
- Upon review, a representative from St. Pius X will contact the applicant by phone, email, or in person. Approval of your organization's Insurance IS REQUIRED.
- Any request will be charged usage fees, in accordance with current fee schedule (available per hour).
- All organizations approved for facility use MUST pay in full the amount being assessed for all rental and equipment fees before formally having the dates placed onto the facility calendar. In certain situations, the school will consider in-kind donations in lieu of usage fees if specific circumstances are warranted.
- Refunds will be made only if the organization contacts the school 48 hours prior to the scheduled use, OR if weather conditions facilitate cancellation, OR the school initiates the cancellation.

General Conditions for Facility Usage

1. User agrees that the property and facilities of St. Pius X Catholic High School shall be used only for purposes that conform to, and in a manner consistent with, federal, state, and local law and the policies and procedures of the school and only for the purposes described herein.
2. Groups MAY be required to pay a CUSTODIAL fee per hour as specified, along with other necessary fees. Some facilities may require that a CUSTODIAN or approved employee be present during the duration of event/activity, based on decision of school administration. Custodial fees are to be paid at time service is rendered at BEGINNING of event.
3. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the school.
4. Smoking or use of tobacco products is NOT permitted in ANY school facility or any area of the campus (outside and parking lots included).
5. The sale, consumption or possession of alcoholic beverages shall not be permitted on school premises at any time. Nor shall any person who is in a drunken or intoxicated condition, or under the influence of liquor, be permitted on school premises. The primary contact person above will be held responsible for the enforcement of this rule.
6. The use of profane language or gambling in any form is not permitted in any school facility or throughout the campus.
7. No use of equipment shall be granted unless an instructor or attendant, approved by Administration, is in charge of the rooms or equipment.
8. User agrees to responsible or any damages to school facilities and/or property or injury to other persons caused by persons using the facility during this time.
9. User agrees to indemnify, defend and hold harmless St. Pius X Catholic High School, its administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries of damages sustained by any person as a result of the use of the facility at this time, notwithstanding the negligence of St. Pius X Catholic High School, its administrators, employees, agents and volunteers.
10. User agrees to provide to the school proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence, which names the school as an additional insured. The school reserves the right to cancel if such proof of insurance is not provided at least two (2) weeks prior to the scheduled use and maintained throughout the use. Failure to abide by the terms may result in the immediate termination by the school.
11. If a previously scheduled school event requires the use of this facility, or conditions exist that in the eyes of the authorized school personnel create safety concern, the event may be cancelled and fees returned.
12. For single & multiple usage events, all fees must be paid at the time reservations are confirmed. Payment is to be made by check payable to St. Pius X.
13. Refunds will only be given when the school elects to cancel a scheduled event. During the school year, facilities ARE NOT available Monday-Friday when school is NOT in session *due to holiday break, inclement weather day, etc.*
14. The school reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe the facility use will conflict with the General Conditions above. The school also reserves the right to change reservations to other rooms/areas with the understanding that, if possible, comparable facilities will be provided. The school may cancel any scheduled event at its own discretion event on short notice (*i.e., inclement weather, power failure, maintenance issue, etc.*).
15. Users of school facilities will abide by all General Conditions.