

# **STA UHEN CENTER POLICIES/PROCEDURES**

## **Check List for Groups:**

- Rental Request Form filled out and emailed with information to [STAathletics@saintthomaswaterford.org](mailto:STAathletics@saintthomaswaterford.org)
- STA Parish Athletics Association will review and approve, modify, or deny requests via email.
- If usage request approved:
  - Financial agreement will then be determined.
  - Insurance must be submitted and on file with the Parish Office prior to start of facility usage.
  - Paperwork to be on file with Parish Office prior to start of use.
    - Financial Agreement signed
    - Facility Usage/Indemnity Agreement signed
    - Facility Policies/Procedures Form signed
    - List of teams, coaches, and contact numbers on file during usage
- Set up a walk through for policies/procedures of use of facility space.
  - Group personnel in charge is responsible to educate other staff on use of the facilities equipment and location of other items needed during use.

## **Additional Information:**

- Whether a key or code has been issued for access, this is not, for any reason, to be shared outside of your club, issued to players, or used for personal privilege outside of requested/scheduled gym times.
- If for any reason your key is lost or misplaced, you must contact the Parish office staff immediately to discuss further action required. 262-534-2255 (8am-4pm daily M-F)
- Please be courteous to others that may be sharing or occupying space before or after your times requested, their time is also necessary.
- All areas in facility are to be left as it was upon the start of use.
- NO players are to be left unattended at any time and it is the coach's responsibility to ensure their safety and not be left behind without an adult present.
- It is the responsibility for the last coach leaving the facility to make sure All lights are turned off, All doors are locked and secure, any equipment used is returned to its prospective place, and keys are returned for others to use.
- STA is not responsible for any lost, stolen, or damaged items.
- All groups/clubs will supply their own equipment at their own expense unless other arrangements have been made with the Athletics Association.
- Locker use is available on an as needed basis; all areas must be left clean and free of damage.
- If any injury should occur during facility use, please contact the Parish office to update the staff with any occurrences and refer to the Facility Usage/Indemnity Agreement.
- PLEASE UPDATE VIA EMAIL, WITH ANY SCHEDULE CHANGES OR MODIFICATIONS TO ALLOW OTHERS TO HAVE THE ABILITY TO USE THE SPACE AVAILABLE.

-Emergency contacts for any concerns outside of normal business hours, please call:

Athletics Coordinator	Mikki Hegemann Brown	262-210-3168
Parish Business Admin	Blaise Beaulier	262-598-6515
Uhen Center Coordinator	Tony Gorenc Jr	262-370-1642

\*\*I have read the Policies/Procedures thoroughly and by signing below agree to the terms established. As signee, I am taking full responsibility for our club during the use of the facility while this contract remains current.

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Print Name/Sign

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Date