

Hillcrest Seventh-day Adventist School Request for Church Ministry Use

1. Complete this form and submit to reserveschool@stlouiscentral.org at least one week prior to the date you are requesting to use the school. The Hillcrest Liaison will check both the church and school calendars and assure that there is no scheduling conflict. If there is a conflict, you will be notified.
2. If Hillcrest School is being used on Sabbath for any purpose other than worship, then the event should begin no earlier than ½ hour after sundown.
3. Use of the school premises other than on Saturday nights will be permitted only if it does not interfere with the functioning of the school.
4. The **person making the reservation must be present at all times during the rental of the school**. The person making the reservation must arrange to borrow an entry key and a key for the room that will be used. Additionally, the person making the reservation must arrange to have a passcode holder present at the school in order to address any security system issues (the Hillcrest Liaison has a list of passcode holders).
5. The school is available to Central Church members for their personal use (family reunions, parties, etc.), but the school is not available for church member business use. No storage is available.
6. Smoking, gambling, dancing, drinking alcoholic beverages, and possession of intoxicants or illegal drugs and chemicals are strictly prohibited. Violation will result in immediate termination of the activity.
7. Damage to the facility or equipment due to neglect or misuse will be the responsibility of the ministry, and/or person(s) reserving the facility. A charge for cleaning will be required if duties not completed.

_____ **requests to use Hillcrest.**

(Name of Church Ministry Leader Responsible for school use)

Name of security pass code holder who will be responsible for opening up and locking Hillcrest:

Dates:

Purpose:

Please check the rooms you wish to reserve. Please note that we will try to provide other services, but will not guarantee availability.

102 (Worship room)

103 (Lunch room)

Andersen Gym

Kitchen

Other

Do you need Wi-Fi access (guest sign in information provided)?

Do you need technology assistance?

What equipment do you need?

Sound?

Other:

I understand that I am personally responsible for both the security of the building and the cleanliness of the building upon the conclusion of my use. I understand that if I do not leave the building secure and in at least the condition that I found it, my Hillcrest privileges may be revoked and I may be charged for building cleaning and/or repair/replacement of damaged items.

Signature

Date

Security and Cleaning Procedures (Church Member should maintain this paperwork)

Hillcrest has a security system that is armed during all non-school hours. Certain individuals at Central have been issued security passcodes in order to turn off the alarm. If you are not one of those individuals, you will need to make arrangements with a security passcode holder to let you in and to lock up when you leave. Security passcode holders who are designated by position are the following: Pastor, Financial Peace, Social Committee Leader, Fruit Sales Leader, Health Ministries Leader, Pathfinder Leader, Adventurer Leader, Home & School Leader, and Young Adult Leader.

When you use the Hillcrest School facility, you MUST assure that:

- **the person making the reservation must be present at all times during the event/program**
- **you have a security passcode holder present at the school at all times during your event**
- **you adhere to the list of responsibilities and lock-up procedures**
- **you leave Hillcrest in at least the same condition in which you found it (if not better)**

Your Responsibilities

It is your responsibility to care of the building. When your function has finished, please make sure the “General” steps are completed as well as the specific cleaning for the particular room/rooms that your group has used.

General

- Chairs, tables, equipment – returned to their original place
- Any decorations totally removed (including tape)
- If the building/equipment is damaged due to neglect or misuse, you will be charged for repair/replacement
- Trash put in the outside trash container
- No food permitted outside the Andersen Gym
- Hillcrest is a “NO GUM” facility.** No exceptions
- Bathrooms – make sure all toilets are flushed and clean, trash emptied, and there is toilet paper in the stalls

Cleaning

Kitchen -- There are no paper products at the school for group usage.

- Please do NOT place ice in the refrigerator
- Trash put in the outside trash container
- New trash liners in can
- Make sure stove/oven turned off
- Clean the stove
- No leftovers left in the refrigerator
- All cooking utensils cleaned and put away
- No food left on counter top or in cupboard
- Make sure sinks are clean – no food or dirty dishes
- Microwave cleaned
- Wipe down counter tops
- Sweep floor
- Mop any spills or food messes

Andersen Gym

- Trash must be put in the outside trash container
- Chairs neatly put away
- Do NOT roll the round white tables for set-up or tear-down – rolling the tables damages the tables
- Dust mop the floor
- Mop any spills or food messes

- Bathrooms and sink should be left clean

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- Trash must be put in the outside trash container
- Chairs/tables put back in their original position
- Do NOT roll the round white tables for set-up or tear-down – rolling the tables damages the tables
- Vacuum the floor

Lock-up Procedure

Regardless of which rooms you have used, your lock-up duty involves the WHOLE school building.

- Check exterior classroom doors and WINDOWS for any classrooms which are unlocked.
- Check 2 exterior gym doors.
- Check exterior door “A” in the West hallway.
- Check exterior door “B” in the East hallway.
- Before leaving, turn the air conditioning in the classrooms up to 85 degrees or the heat down to 60 degrees.
- Turn off lights you turned on.
- To set the alarm system, press the “On” button. You will then need to enter your security passcode. You will have 80 seconds in which to leave the building. The alarm system must always be turned on when you leave the school.
- Close the front door after yourself and check it to make sure that it is firmly closed and locked.

Your request does not guarantee usage.

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- Trash must be put in the outside trash container
- Chairs/tables put back in their original position
- Do NOT roll the round white tables for set-up or tear-down – rolling the tables damages the tables
- Erase markings on white board
- Sweep the floor
- Mop any spills or food messes

Library

- Trash must be put in the outside trash container
- Restore the library to its previous condition
- Vacuum the floor

Sports equipment for school use only.

Music equipment for school use only.

Games, puzzles and toys in lunch room are for school use only.

Please do not use supplies in the classrooms and kitchen.

Children must be supervised at all times.

Adult supervision at child sponsored events.

All adults leading child sponsored events must follow child safety requirements at Central SDA Church. You must complete Shield the Vulnerable and a background check.