

**ST DOMINIC SCHOOL  
GYM/CAFETERIA USE REQUEST FORM  
2008-09**

NAME \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

REQUESTING USE OF GYM \_\_\_\_\_ CAFETERIA \_\_\_\_\_

(If you plan to use both, please check both; otherwise confine your event to the location checked, please)

GROUP REQUESTING USE:

\_\_\_\_\_

SCHEDULED DATE OF USE: \_\_\_\_\_

TIME: \_\_\_\_\_

ADULTS IN CHARGE: (You must have 1 adult for every 10 children in attendance)

NAME

CONTACT NUMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER PERTINENT INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this completed form to The Rectory as soon as possible. Please abide By the instructions on the following two pages regarding the use of the facility(ies) requested.

Approval:

\_\_\_\_\_  
Karen Qua Date

**Copies to:**

Kathy Cherney Mary Kay Vareska Jackie Kennedy Maintenance

**KITCHEN/CAFETERIA USE AND CLEAN-UP CHECK LIST**  
**2008-09**

- 1. All boxes to be broken down and placed in the boiler room.**
- 2. Turn off all ovens, steam table and warmer.**
- 3. Check to make certain all trays have been removed from oven, warmer and refrigerator.**
- 4. Wash all trays and cookware; put away.**
- 5. Store all cookware upside down.**
- 6. Drain all sinks, wipe down all counters, tables, etc.**
- 7. Take garbage to dumpster.**
- 8. Replace empty paper towel dispensers.**
- 9. If walk-in refrigerator is used, replace lock; make sure back door is secured.**
- 10. Take all used laundry (towels, aprons, etc) with you and return cleaned.**
- 11. Sweep and wash floor.**
- 12. Close all windows.**
- 13. Turn off lights.**

**THANK YOU FOR YOUR COOPERATION.**

## **GYM USE CHECKLIST**

- 1. No food or drink.**
- 2. Do not climb on wall apparatus.**
- 3. Do not use the stage.**
- 4. Put away any chairs you use.**
- 5. Turn off all lights, including locker room.**
- 6. Sweep the floor and dispose of the debris.**
- 7. Do not use the balcony.**
- 8. Put away any and all sports equipment.**
- 9. Pick up all trash, such as water bottles, tape, cups, etc.**
- 10. Close all windows.**
- 11. NO OUTSIDE SHOES on the gym floor.**
- 12. DO NOT throw balls above the bricks on the wall.**

**THANK YOU FOR YOUR COOPERATION.**