

## 2023-2024 Use of Facilities - Application Form

**Preference will be given to St. Edmond school sports/SE events/SE coaches.**

- *All St. Edmond facilities, including the arena, will be closed on the following holidays; New Year’s Eve, New Year’s Day, Good Friday, Holy Saturday, Easter Sunday, Thanksgiving Day, Christmas Eve and Christmas Day. If St. Edmond is not in session due to inclement weather, the arena will be closed as well.*
- *SE Arena reservations are broken into 2-month seasons (September 1<sup>st</sup> – October 30<sup>th</sup>) (November 1<sup>st</sup> – December 31<sup>st</sup>) (January 1<sup>st</sup> – Feb 28<sup>th</sup>) (March 1<sup>st</sup> – April 30<sup>th</sup>) (May 1<sup>st</sup> – June 30<sup>th</sup>) (July 1<sup>st</sup> – August 31<sup>st</sup>). Applications will be reviewed prior to each in order to fairly accommodate as many youth teams as possible.*
- *SE Arena is reserved to SE school teams from 3pm-5:30pm each weekday. Outside of that, 2 time slots are available per space each week day for SE travel teams and non-SE teams (5:30 – 7:00) (7:00 – 8:30) NorthGym, SouthGym, Upstairs.*
- *Saturday slots are available throughout the day, but youth tournaments take priority over scheduled practices. Sundays: SE Facilities are closed, unless approved by administration.*

Date: \_\_\_\_\_

Organization/Person Making Application: \_\_\_\_\_

Facility to Use: \_\_\_\_\_ (If SE Arena, please specify the space – South Gym, North Gym, Upstairs)

Purpose: \_\_\_\_\_

Dates & Times: \_\_\_\_\_ (If SE Arena, 2 slots available per space each day (5:30 – 7:00) (7:00 – 8:30))

Name of person responsible for payment: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total Rental Charge: \_\_\_\_\_ Signature: \_\_\_\_\_

### **SEA – St. Edmond Arena**

Gym (North or South) \$40/hr *Per gym*  
 Upstairs \$40/hr  
 Football Field/Track \$65/hr

**\*Season Arena Rental Rate** \$150 *SE Youth Teams*  
 (2 months) Limit 3 hrs/week \$300 *All Other Organizations*

### **St. Edmond Catholic School**

Gym \$40/hr  
 Wrestling Room \$40/hr  
 Auditorium \$100/hr  
 Classroom \$40/hr  
 Kitchen/Commons \$100  
 Camp Fees \$25/day

-Tournament Fees/Camps TBD

-Hourly Rate for SE Youth Teams = Half Price

\*Additional Charges Will Apply for Damages.

## St. Edmond Catholic School - Building Usage Requirements

- When using the St. Edmond Catholic School Facilities - The person in charge of the event has a Certificate of Insurance for \$1,000,000.00 listing the Certificate Holder as “Diocese of Sioux City AND St. Edmond Catholic School”.
- When using the SEA – St. Edmond Arena Facilities – The person in charge of the event has a Certificate of Insurance for \$1,000,000.00 listing the Certificate Holder as “Diocese of Sioux City AND St. Edmond Catholic School”.
- A copy of the insurance paperwork must be attached to the contract.
- Teams composed of all St. Edmond students do not need a certificate.
- All transactions must be paid in advance and all activities may be subject to additional requirements.