

**St. Matthew Catholic School, San Antonio, Texas
2017-2018 Faculty/Staff Handbook**

USE OF FACILITIES

CONTRACTED SERVICES FORM

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St. Matthew Catholic School is an integral part of the St. Matthew parish campus. The school classrooms, cafeteria and portable buildings are used by parish organizations on a regular basis. The church sanctuary, Parish Hall, McDonald's Center and Holden's Grove are for use by the parish.

Any individual, group or class that would like to schedule a meeting or event in any of the parish facilities (school classrooms included) must **first** receive the approval of the administration of the school. After approval for the event is received, the event must be scheduled on the parish facilities calendar. The event date is not final until confirmation is received from the parish facilities manager.

That facilities calendar can be accessed from the school website: www.smcssa.org, under parent resources, Our Parish, Resources – Facilities Calendar.

There is a Use of Facilities form that must be completed and presented to the school administration when any group or organization is bringing outside services (catering, music, etc.) to function in the school.