



NOVA CLASSICAL ACADEMY

Welcome to Nova Classical Academy! We are happy to share our facilities with you for your event. Provided below is information to assist you in running your event.

Accessing the facility

- You will be able to check out a “FOB” card two days prior to your event in the main office.
 - You must “swipe” the card at both doors to enter the facility.
 - If you open the door for someone, you must also “swipe” the card in front of the readers.
- The “FOB” must be returned to the main office within 72 hours of your event.
 - If the card is not returned, a \$25 fee will be assessed.
- Please do not prop open doors. You will need to open the door for people as they come in.
 - You do not need to “swipe” when opening the door from the inside.

Setup/cleanup

- White folding tables will be available for your use. Please advise us of the quantity you would like and they will be placed in the Great Room for you to set up.
- Up to 200 folding chairs will also be made available for your use. A rack of these will be made available upon request.
- Please let us know in advance if you require set up for a movie.
- Rooms must be left clean, floors swept and mopped when necessary.
- Garbage bags will be put out for you.
- Please empty all trash in the dumpster outside the mechanical door.
 - Our trash company will sort out all recyclables.
 - Please make sure the outside mechanical door is pulled shut.

Cleaning supplies

- Brooms – Brooms are located both in the kitchen and the hall adjacent to the kitchen.
 - Water, on the gym floor, must be wiped up immediately
- Pails & Rags – Pails and rags are available in the kitchen. Spray bottles that contain soap and water are also available for your use in the kitchen.
- Mop & Mop bucket can be found in the mechanical area behind the kitchen.
- The building and room set ups must all be returned to the condition in which you found them.
- The building must be ready for students to arrive for classes the following day.

Respect for facilities and supplies

- Tape, of any kind, is not permitted on the walls or floors. Tape is allowed on windows, doors, and cabinetry.
- Gym
 - No food or beverages allowed
 - Gym shoes only – no “street” shoes
 - Please do not climb on the bleachers
- Kitchen
 - Items may be placed in the refrigerator during the event (provided space is available).
 - Items may not be placed in the refrigerator prior to the end of the school day.
 - All items must be removed at the end of the event.
 - The school can be fined by the State if non-school lunch program items are found in the refrigerator.
 - Do not remove items from the kitchen. All serving utensils are utilized on a daily basis.
 - All food in the kitchen is for the School Lunch program. This includes cheese sticks, yogurt, etc.
 - Please do not use the dishwasher
 - Warmer ovens are available for use. They must be turned off at the end of your event.
 - If these are not turned off and damage occurs, you will be responsible for the cost of repair or replacement if required.
 - Please leave the kitchen as you found it with all surfaces cleaned and sterilized.

Supervision of children

- Safety of our students, current and future, is Nova’s primary concerns. Students are not allowed in the following areas during after hour events:
 - Classroom wings
 - Library
 - Computer Lab
 - Exhibition Hall
 - Kitchen
 - Stage/Green Room (unless they are in this area for Drama/Drama Rehearsal)
- Students must be supervised at all times when in the following areas:
 - Mezzanine
 - Great Room
 - Gym
 - Playground

**** Please note: We love our facility, and are happy to share it with you. Please keep in mind you are responsible for the cost of repair or replacement of any damage to the facility, including its equipment, resources, and fixtures.**