

GUIDELINES FOR FACILITY USE

All school board policies and school rules apply in the after-school hours. More specifically:

1. Absolutely no equipment or supplies may be used without proper consent.
2. There is to be **NO SMOKING** on school property. (Federal Law). This restriction applies to the school building and all areas of our school grounds.
3. Children who are involved in the activities of which you are in charge must be supervised **AT ALL TIMES**. Children are to stay in the area that has been authorized for use. They may not wander off to other rooms that have not been authorized. No child should go anywhere, including outside, without adult supervision. Custodians on duty after school are responsible for what happens on the premises and should not be responsible for ensuring children's safety. Please have consideration for them by keeping children constantly supervised.
4. The adult in charge must make sure the group keeps the noise level to a minimum. Children should not be running through the hallways or creating excessive disturbance. Please have consideration for those in the building that may be trying to work.
5. If you bring any children along who are not involved in the activity, you are responsible for the supervision of those children at all times, regardless of age.
6. When using the school, please show respect for the belongings of the teacher and students who occupy it during the day. Nothing is to be touched, including personal belongings or supplies. Do not store anything in the room without consent. The room is to be left exactly as it was found, including returning tables and chairs back to their previous positions. Please do not stand on or stack desks, tables or chairs, as this presents a safety concern. If the building/area is not left as it was found, there may be maintenance charges or your permission to use the school may be revoked.
7. Facilities will not be available for use if school has been canceled for any reason.
8. A minimum of seven days notice prior to use our school must be provided.
9. Using the facility for extra-curricular activities is a privilege. If this privilege is abused, your ability to use the facility will be jeopardized. These guidelines have been created to ensure the safety of our students and to elicit respect for our building and for its occupants.

Thank you for your cooperation in these matters.

APPLICANT'S SIGNATURE INDICATES ACCEPTANCE OF FACILITY GUIDELINES LISTED ABOVE, AS WELL AS, THE

CONDITIONS AND COSTS INVOLVED, IF APPLICABLE.

Dates subject to change. Building use is subject to availability of space.