

GUIDELINES FOR FACILITIES USE

In general, the same rules which apply during the school day are still in effect 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 or consumption of alcoholic beverages on school property (Federal Law).
3. The adult in charge is responsible to ensure that the group keeps the noise level to a minimum. Children can not be running through the hallways or creating excessive disturbance. Please have consideration for those in the building that may be trying to work.
4. 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 as well, regardless of age.
5. When using rooms, 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. Please do not store anything in the room without consent. The room is to be left exactly as it was found, including placing tables and chairs back to their previous positions. Please do not stand on or stack desks, tables, or chairs. This is primarily a safety concern. **If the building/area is not left as it was found, there may be additional charges.**
6. Facilities will not be available for use if school has been cancelled for any reason.
7. The school must have seven days notice prior to using a facility if use is for business hours (hours custodians are available), or fourteen days notice if use is for non-business hours.
8. Using the school for extra-curricular activities is a privilege. If this privilege is abused, your ability to use the facilities will be jeopardized. These guidelines have been created to ensure the safety of our students and to elicit respect for our buildings and for its occupants. Thank you for your cooperation in these matters.

Children must be supervised at all times. No child should go anywhere, including outside, without adult supervision. All participants are to stay in the area that has been authorized for use, and may not use other rooms. Custodians on duty after school are responsible for caring for the physical plant and will not be responsible for ensuring participants' safety if they are unsupervised or in a space unauthorized for use. The Raymond School Department will not be liable for any injuries to or damage caused by unsupervised children.

I understand the supervision policies and that the Raymond School Department and its employees will not be liable for injuries to or damage caused by participants who are using unauthorized rooms or by unsupervised children.

_____ Initials

Hours that custodians are available:

Raymond Elementary School

Monday - Friday 7:00 a.m. to 9:00 p.m.

Jordan Small Middle School

Monday - Friday 6:00 a.m. to 10:00 p.m.

APPLICANT'S SIGNATURE ACCEPTING FACILITY GUIDELINES LISTED ABOVE AS WELL AS THE CONDITIONS AND COSTS INVOLVED IF APPLICABLE.

Signature: _____

Date: _____

Building use is subject to availability of space and custodial service.