

**GENERAL RULES FOR THE USE OF SCHOOL FACILITIES**

1. If it is necessary for the school district to employ custodial help, the regular or overtime rate may be charged in addition to any rental fee.
2. Putting up decorations, or moving pianos or other school furniture is prohibited unless permission is granted by the building principal.
3. The use of tacks, nails, or anything that may mar the walls or other furnishing is prohibited.
4. Special scenery, properties, or other non-school materials brought to the school by the lessee will not be stored in the building, and must be removed within 24 hours unless special permission has been granted by the principal.
5. The school district is to be reimbursed for damage or loss to school facilities and/or equipment.
6. NO ALCOHOL allowed in school facilities.

**Responsibilities after the use of the Power House gym!**

1. Check locker rooms to see that the toilets are flushed, the showers and the lights are turned off.
2. Check the exit door of the upstairs boys locker room to make sure it is latched.
3. Sweep the gym floor if needed.
4. Check south gym doors to make sure they are latched.
5. Turn off the gym lights.
6. Check the hallway bathrooms to make sure the toilets are flushed and the lights turned off.
7. Turn off hallway lights.
8. Make sure everyone is out of the building.
9. Lock outside doors.

**Responsibilities after the use of the gym at the main building!**

1. Check locker rooms to see that the toilets are flushed, the showers and the lights are turned off.
2. Sweep the gym floor if needed.
3. Check west gym doors to make sure they are latched.
4. Turn off the gym lights.
5. Check the lobby bathrooms to make sure the toilets are flushed and the lights turned off.
6. Turn off hallway lights.
7. Make sure everyone is out of the building.
8. Lock outside doors.

**Adopted 8/14/12**

<b>1<sup>st</sup> Reading</b>	<b>6/13/12</b>
<b>2<sup>nd</sup> Reading</b>	<b>6/26/12</b>
<b>3<sup>rd</sup> Reading</b>	<b>7/12/12</b>