



# *Lake Mills Area*

SCHOOL DISTRICT

## **Facility Use Agreement**

Welcome to our facility! We are very fortunate to be provided wonderful buildings that can offer many opportunities for both students and the community. With hopes of keeping Our Schools in the best condition possible, we are requesting the following of those who use the facility:

1. Your use of the facility is restricted to the areas that you requested and were approved. Please make sure that all members of your group remain in the areas requested. Requests must be approved first, If not approved you are not allowed in the building. Use of gym not on the calendar will result in removal of key card. Requests must be made 5 days in advance.
2. Children should be supervised at all times. Running through the halls or climbing on tables, playing on the window sills, riding the elevator and other activities may not only damage the property, they can cause injury. Their safety is your responsibility.
3. The gym/auditorium should be kept free of food and drinks. Water in the gym is appropriate for athletes. There is also a water fountain in the gym. Food can be consumed in the cafeteria very conveniently located just outside of the gym.
4. The equipment and weight rooms are not for use by outside groups. Locker rooms may be used by special request. The ice room is available to groups.
5. The hoop control panel, bleacher controls and other amenities are available by special request. Please talk to the facility use coordinator if you wish to use these items.
6. Ball use is allowed only in the gym not in cafeteria or hallways.
7. Please make sure that garbage and gum are not left on the gym floor, on the bleachers or in the cafeteria. This is a common occurrence reported by the custodians. Your help in picking up is appreciated.
8. Clothes are also often left behind in the cafeteria and gym. Please make sure your group has all of their items before leaving.
9. In the winter, please put on gym shoes before entering the gym to prevent salt and mud on the wood floor. It is much easier to clean the rubber floor outside of the gym and the extra effort protects the finish and wood in the gym.
10. No one is allowed in the teachers' lounge.
11. No one is allowed to open lockers or hide in them. If someone needs to be called to open a locker, a custodial fee/police call will be charged to the requester. Please keep kids out of the elevator, it is very costly to reset them if they are stuck in them. This cost will be passed on to you.

12. Please leave the facility in the way you found it.
13. Before you leave, please make sure that all the lights are turned off, trash is removed, and all doors are locked.
14. Additional fees will be charged for use outside the normal custodians work hours.
15. When completing the request, you must indicate the approximate number of people in the attendance area so we may plan accordingly. If this is left "0", the request will be denied.
16. You need to stop by the Recreation Department and pick up a key card to access the building. The key card is to be used only by the person checking it out. If it is given to others you may lose your access.
17. It is your responsibility to let your players in the building with your key card. No doors are to be propped open. Have one person at the doors to let the players in. Any one entering at your requested time is your responsibility. So do not let outside people in.
18. If you have a game and need the doors programmed for the day, you must notify the Recreation Assistant (Jane Riedl) or specify on the facility use form.
19. Notify us if there are any safety issues or concerns with the building during your requested time.
20. See the School Board Policy for facility use fees.
21. No parking in the fire lane at any school or church lots. Use only school parking lots.

The Lake Mills Area School District is committed to making our facility available to members of the community for various uses. In order to continue this, it is essential that all users of our facility abide by the following:

Sign \_\_\_\_\_ Date \_\_\_\_\_  
Coach

Sign \_\_\_\_\_ Date \_\_\_\_\_  
Requester