



Facility Use Agreement

Welcome to our facility! We are very fortunate to be provided wonderful buildings that offer many opportunities for both students and the community. With hopes of keeping our schools in the best condition possible, we are requesting you abide by the following rules along with [Board Policy 7510 - Use of School Facilities and School Grounds](#)

1. ALL requests must be approved before use of the facility is granted. ALL requesters must agree to the Facility Use Agreement before using facilities, you will be required to agree when you submit a request in the facility use calendar.
 - ☐ Requests made after 3:00 pm will be approved the following day and all requests made after 3:00 pm on Friday will be approved the following Monday. To assure the approval of a request on time, submit requests 2-3 days in advance of the request date.
2. Key Card deposit and pick-up
 - ☐ A \$25 deposit is required when you pick up a key card and will be reimbursed upon the return of the key card after use of facility and fees for use of facility have been paid in full. If you do not return your key card the district will keep the \$25 deposit.
 - ☐ Key Cards can be picked up in the District Office from Andrea Phillipson.
 - ☐ Your key card is to be used only by you. If you have been found to be sharing key cards, your key card will be deactivated and entrance will be denied.
 - ☐ Use of facilities not on the calendar will result in removal of key card.
3. The use of the facility is restricted to the areas that you request. Please make sure that all members of your group remain in the requested area.
 - ☐ No one is allowed in the teacher's lounge
 - ☐ No one is allowed to play with or hide in lockers or elevators.
 - ☐ If custodial staff is called to the facility to open a locker or reset an elevator, the fee for this service will be passed on to the requester. If an elevator reset requires an outside vendor the fee will be passed on to the requester as well.
4. You are responsible to let your players in the building with your key card.
 - ☐ DO NOT prop doors.
 - ☐ You will be responsible for anyone you allow to enter the building.
5. Children should be supervised at all times.
 - ☐ No Running in the halls, no climbing on tables, no playing on the window sills.
 - ☐ No ball use outside the gym.
6. No food and drinks allowed in the gymnasium/auditorium. Water in the gym is acceptable.
7. School equipment and weight rooms are not for public use. Locker rooms may be used by special request.
8. The hoop control panel, screen divider and bleacher controls, are available. Please include these requests when you submit your facility request.

9. Wet, and muddy shoes should be removed before entering the gym. Protecting the finish and wood floors is crucial for sustaining the gyms in our facilities.
10. Use only school parking lots. No parking in the fire lane at any school or in church/chiropractic parking lots.
11. Requesting staff
 - ☒ When a facility set up, snow removal/salting, or the request of an auditorium technician or food service staff is necessary, additional fees will be applied.
12. Games & Tournaments - all facility rules apply!
 - ☒ To arrange for facility doors to be scheduled for a partial or full day for event, such as games/tournaments, please contact: Rebecca Crenshaw at 920-648-2355 ext. 305 or Stephen Considine 920-648-2355 ext. 373 between the hours of 7:30 am – 4:00 pm
13. **For emergencies**, notify Rod Hutchins immediately at 920-728-2185 regarding safety concerns or issues during your requested time.
14. **One last thing**...Please leave the facility the way you found it or additional fees will be applied if additional custodial clean-up is required.
 - ☒ Garbage – pick it up
 - ☒ Lights – turn them off
 - ☒ Restrooms – check toilets and flush them if needed
 - ☒ Doors – locked and secured
 - ☒ Collect all your belongings

Thank you for your cooperation and your dedication to the maintenance of our facilities.