

GYM AND CAFETERIA USE IN ALL SEDRO-WOOLLEY SCHOOL DISTRICT

MIDDLE/ELEMENTARY SCHOOLS

When using our facilities, please remember the following rules to keep our schools in a safe, clean environment for our students and staff. Gym and cafeteria use hours are between 6:00am and 9:00pm on approved calendar days/dates.

GYM USE

- If the school has a stage, stay off of the stage unless it is being used for the event. If the stage is being used for the event it **MUST BE SUPERVISED** by a responsible adult.
- **All children MUST BE SUPERVISED by an adult at all times.**
- **Do not touch or use school items that are stored in hallways/entry ways.**
- You are responsible for the gym cleaning after your group has used the gym:
 - Do not use any of the physical education or recess equipment.
 - Absolutely **NO FOOD, GUM OR BEVERAGES IN THE GYM AT ANY TIME.** Water only. Ask for use of the kitchen/cafeteria if you plan to have food for the event.
 - Absolutely **NO TAPE OR MARKINGS** on the gym floor for any reason.
 - **DO NOT** use the white boards. They are for staff use only.
 - All chairs are to be returned to the chair racks.
 - No kicking or throwing balls towards the ceiling. If a sprinkler head is damaged – This could cause major damage to the gym floor.
 - **After your event, DUST MOP THE GYM FLOOR, then dispose of the dirt in the trash can. DO NOT leave it under the dust mop.**
 - Flush the restroom toilets before leaving.
- **Basketball use is only permitted in the GYMS.** Please hold all balls while in hallways/entryways/other areas of the school.
- Make sure all lights are **TURNED OFF** and the **BUILDING IS SECURE** before leaving. If trash cans have garbage, please remove trash bags and put them in the dumpster.

CAFETERIA/KITCHEN USE

- **DO NOT** use any kitchen equipment or supplies unless arrangements are made through the facilities coordinator.
- **All children MUST BE SUPERVISED at all times.**
- You are responsible for kitchen sanitation after your group has used the kitchen:
 - Cafeteria tables are to be wiped down and put back where they were found.
 - **ALL** garbage is to be collected and taken to the dumpster.
 - Sweep floors and spot mop if needed.
 - Flush the restroom toilets before leaving.
 - **TURN OFF ALL LIGHTS**, including restrooms.
- **LOCK AND SECURE** the cafeteria/kitchen **AND** gym before leaving.

ACCESSING/SECURING FACILITIES

- Facility doors will either be scheduled to unlock for each group's event or a FOB will be issued.
- It is the user group's responsibility to make sure all facilities are secured before leaving.
- User groups are responsible for notifying the facilities department of all event changes and cancelations at least 24 hours prior to the scheduled event.
- All FOBs and facility keys need to be returned to the facilities department the **NEXT** working day.

A custodial fee (the cost of custodial wages) and a damage fee will be charged to groups who do not follow the above rules. Failure to comply with the above requirements may result in the above charges that would be paid before the same group could rent the facilities again, or may result in loss of use. Your signature on this form indicates that you have read these guidelines and take responsibility for the clean-up and/or damages of the facilities. If you have any questions please contact the facilities use coordinator.

Signature

Date

Print Name