

ROOM REQUEST POLICY

By signing this form, I understand and accept the policy as written and agree to abide by the rules set forth.

- The rooms available for immediate use after school are 305 and 302. Rooms available after 4:30 are 303 and 301.
- Food and beverages are permitted in room 303 on the tiled floor area only. The room will be locked and will require a key to be signed in and out. This key will be available in the office between the hours of 8:00 and 4:30. The key must be returned to the office on the day following the event.
- The adult group leader is the last person to be responsible for all cleanup and placing the room in the order that it was found. Trash should be disposed of in the dumpster located in the parking lot.
- Only the public bathrooms are to be used . Bathrooms located in the classroom are not to be used.
- The adult group leader is responsible for ensuring the school is securely locked down after the event.
- Room requests should be turned in no later than 3 weeks prior to the date needed. Late requests will be considered and granted if room space is available.
- A copy of the room request, approved, and signed by the Administrator, will be returned to you as verification and acknowledgement of your request.
- Any breach of policy will be reviewed by the Executive Director and may result in loss of facility privilege for extra-curricular activities.
- Parent/Teacher Activities will be approved by the Executive Director on a case by case basis.

Signature

Date

Name (Printed)

Group Name

