



ASD Facility Use Rules

Our goal is to make your use of ASD Facilities as positive and seamless as possible. Failure to adhere to the rules listed below can result in termination of an existing building use or denial of future building use application. Your assistance in caring for our schools is greatly appreciated! Thank you for your cooperation!

Access to the facility

Building users are required to have a copy of their building use permit on-hand at all times when using a District facility. Think of this as your ticket into the facility.

All groups using District facilities shall provide a supervision who is responsible for the group's compliance with all the rules and regulations. Groups will not be given access to the facility until the supervisor arrives.

District Personnel

A custodian and/or other required district personnel shall be on-site for any use of facilities.

Supervision

The supervisor shall remain with the group for the duration of the use. The supervisor must be in the area of use with the users 100% of the time, not outside in the hallways or in another area of the facility.

Upon leaving, the supervisor shall inform the District representative so that the facility may be secured.

Facility users are permitted to use only those areas designated on their building use permit. Please keep participants from wandering the halls and accessing other areas of the facility. Access to the closest restrooms shall be designated by the custodian or district representative on-site.

Rental Start/End Times

All activities must end a minimum of fifteen minutes before the before 'Rental End Time' designated on the building use permit. The expectation is the building will be completely vacated by all users on or before the end time on the building use permit. If time is extended beyond the requested reservation, the ASD will bill accordingly.

Leave it as you found it

Users are expected to return the area of use to its original condition. This includes returning room furniture, such as chairs and tables, to their original state and making sure the facility is left in a clean and orderly condition. **Be aware that you will be invoiced for extra custodial time if a mess is left behind, or the furniture is not returned to its original state.**



Gym Use

Athletic activities including but not limited to bouncing or throwing of balls outside the gym is *strictly* prohibited. Please ensure users carry their balls/equipment to and from the gym.

Athletic shoes are required at all times on gym floors.

Please help our P.E. Teachers and school staff by returning hoops/bleachers or any other equipment to the state in which they were found.

Set-up Accommodations

Any set-up accommodations (tables, chairs, etc.) should be requested on the building use permit. Requested additional accommodations (tables, chairs, etc.) will be provided for user group to set up and take down accordingly.

Equipment

Any equipment requested must be done so on the building use permit. Use of certain types of equipment may require an additional fee and must be paid for in advance, per the district fee-price schedule. Do *not* assume use of equipment comes with the rental of the facility.

Classrooms/Portables

Please do not disturb anything in the classrooms. **Stay completely away from the teacher's desks, computers, projectors, and other personal or instructional materials.** Do not use whiteboards unless prior approval was granted via the building use permit.

Food and beverages are NOT allowed on carpeted areas or in the classrooms. Water is OK.

Other

Alcoholic beverages, tobacco, marijuana, narcotics, or other dangerous drugs are not permitted in school facilities or on school property at any time.

The application of material to walls, ceilings or floors is prohibited unless requested and approved on the building use permit or in writing by a building administrator.

PRINT NAME

SIGNATURE

DATE