**EXPECTATIONS & STANDARDS FOR FACILITY USE**

*(all facility use forms that use any HSD athletic facilities are to be turned into the AD only)*

1. Hoquiam School District need for facilities will always take precedence over other uses.  In the event it becomes necessary for a district function to be scheduled at a time and place previously assigned to an applicant, the district function shall take precedence.  If the applicant cannot reschedule the activity, any fees or deposits paid will be refunded by the district.  In no event, shall the district be liable for any losses or damages incurred by such a change.

2.    The district requires a member of its staff to be on the premises whenever a facility is in use. Additional specialized staff may be required if school equipment will be used. Custodial service will be required for all applications at the same level as used for district functions.

3.    Use of district facilities must be directly supervised by two or more adults attending the activity at all times.

* Group contact person:  each group using school facilities must designate one person (and one alternate) who will serve as the contact for communication from and to district staff. The “Group Contact Person” will also assume certain responsibilities for enforcing district regulations and will be responsible for payment of all district fees incurred for the event.
* Scheduling of activities, communication with group members and the school district, the conduct of the group members, the proper use of school property and the payment of any fees due.

4.    In conjunction with the safety of our students, no building’s doors should be propped open; and the group contact person should assure that all doors are properly closed after each group enters the building and after each group leaves for the night.  Persons not registered with the group should not be permitted in the facility. Each group is responsible for evacuating its members in case of an emergency.

5. The number of persons admitted to a function must not exceed room capacity.

6.    The group contact person or his/her designee is expected to be aware of special circumstances, such as school is not in session or emergency weather conditions. He/she is expected to obtain building closure information via the school website.  If necessary, the group contact person will take responsibility for making all participants aware of any cancellation of activities if schools are closed.

7.    As a general rule, buildings are closed to outside users by 10:00 p.m.

8.    No illegal drugs or alcoholic beverages are allowed on school property.

9.    Use of Tobacco, Nicotine Products and delivery devices is not permitted in or on school property in accordance with state and federal laws (Policy 4215).

10.  No applicant may alter, add to, or remove equipment in a facility that is already in place without specific written authorization from the director of facilities and under the supervision of a qualified district employee.  Staff assistance shall be limited to ordinary day-to-day functions and persons so employed by the district shall not be responsible for the supervision of the participants.

11.  Applicants may charge admission fees to be applied toward educational or charitable purposes.  No fees may be charged to benefit the purposes of any society, association or organization of a religious sect or denomination or fraternal, secret or exclusive society organization.

12.  Drapes, hangings, curtains, drops and all decorative materials used within or upon Hoquiam School District buildings shall be made of non-flammable material, and all materials used must be approved by the State Fire Marshall. No open fires, flames, or lighted candles shall be permitted.

13. Under no circumstances is anything to be taped to any gym floor or are liquids (water, shaving cream, whip cream etc) to be used as a prop in any school district gym.

14.  Each group is expected to leave each facility in the condition, if not better, in which it was found.  In the event of misuse of facilities, misconduct of individuals or other abuse of the privileges, the district will take appropriate action.  This action includes, but is not limited to, suspension of permit to use facilities, requiring replacement of group contact person, requiring reimbursement for damages or extra expenses incurred and denial of future request for use of the facilities.

15.  List all needed supplies on Facility Use agreement. (custodial supplies, setup requirements, security needs, P.A system, if needed, etc.…).

16.  Please list how you need Gym or Area Setup (Standard Basketball, Volleyball, Tennis, dodge ball, hula hoop contest, Seating, Bleachers in or out, Balcony access, Table locations, Extra Chairs needed etc...).

17.  Bleachers will be pulled out upon request from user by Custodial or Maintenance Staff Only

         **Bleachers will only be fully extended and hand rails are to be installed.**

18.  Basketball hoops are to be raised and lowered by District Staff or in season coaches only.

19.  Gates to Balcony are to remain closed (unless requested to be opened).

20.  Locker Rooms are to remain locked from access unless requested for event.

**End of Event:**

21.  Check All Doors in GYM, Lobby, Gates to Balcony, make sure all are closed and locked.

22.  Pick up all trash in Gym and Lobby and Restrooms.

23.  Make sure ALL lights are turned off (Gym, Lobby, and Restrooms)

**If there is an emergency or concern, it is expected that the signed user will contact the appropriate school district employee immediately.**