

HOOD CANAL SCHOOL DISTRICT

111 North Highway 106 • Shelton, WA 98584

(360) 877-9700 • FAX (360) 877-5144



C

APPLICATION FOR USE OF SCHOOL FACILITIES

FACILITY DESIRED: (Circle all that apply) GYM COMMONS SMALL KITCHEN

LARGE KITCHEN LIBRARY OTHER(List): _____

DATES REQUESTED FOR USE: (complete the applicable section)

Single Event: (date): _____

Series of Dates (list dates): _____

Ongoing throughout school year: M T W TH F Sat Sun (circle days desired)

TIME OF USE: _____ TO _____ Facilities must be vacated by 8:30 p.m.

GROUP MAKING REQUEST: _____

Type of Meeting, Use: _____

Number attending _____ Is meeting open to public? _____

Is there a charge for attending? _____ If yes, how much per person/group? _____

Name and address of contact person: _____

Telephone Numbers: (hm) _____ (wk) _____ (Message) _____

REGULATIONS

1. Payment of any service charge shall be made in advance unless prior arrangements have been made with the business office.
2. Any group or individual(s) representing a group using the facilities accepts the responsibility for any damage done to the District property and shall reimburse the district for any such damage.
3. When no service charge is made, the group or individuals agree to clean the facilities and restore the equipment/furniture to its original arrangement.
4. Only those facilities listed in the application will be used by the applicant's group.
5. Alcohol, drugs and tobacco products are prohibited on school property: Groups or individuals using school facilities hereby accept responsibility for strict adherence to this policy will result in the District withdrawing the facilities use agreement.

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School Requirements When Using School Facilities

At Hood Canal School we welcome community and guests to use our facilities. We ask that you acknowledge the following rules and guidelines when granted the use of the school facility.

- 1) Any food and beverages stay in designated areas (the Commons)
- 2) The space used must be left clean and furniture arranged as you found it
- 3) Bathrooms must be cleaned after your group's use
- 4) Any lights turned on, must be turned off when you leave
- 5) Any alarm that you disarmed, must be rearmed when you leave
- 6) Smoking is not allowed by any person at any time on school property
- 7) No alcohol or drugs are allowed anywhere on campus at any time
- 8) Supervise children, students and young adults at all times
- 9) Please stay in designated areas during your time with us
- 10) Use of balls, jump ropes, hula hoops, etc. are not permitted outside the gym or playground
- 11) Complete the attached *Hood Canal School After Hours Checkout List* for any/all spaces used during your visit.

Thank You!

Signature of Responsible Party

Date

Hood Canal School after Hours Checkout List

I. Disarm the Alarm

- Place the key card in front of the card reader until it turns green. This will unlock the left front door for two minutes.
- Upon entry, if the alarm is beeping enter the alarm code and disarm. If the alarm is not beeping no entry code is needed.
- Sign the entry log on the clipboard to let others know you are in the building.

II. Bathrooms

- Dry mop/sweep floor
- Mop floor
- Wipe and clean sinks and counters (use supplies from the small kitchen)
- Empty trash
- Turn off the lights

III. Kitchen(s)

- Dry mop/sweep floor
- Mop floor
- Wipe and clean sinks and counters
- Load dishes and turn dishwasher on
- Clear unused items from refrigerator
- Empty trash
- Turn off the lights
- Secure door(s)

IV. Commons

- Dry mop/sweep floor
- Mop floor
- Empty trash
- Turn off the lights

V. Gym

- Dry mop/sweep floor
- Mop floor (if there is a spill)
- Return equipment to appropriate storage locker
- All trash picked up and put in the trash can in the gym
- Turn off the lights
- Secure door(s)

VI. Playground/Fields

- Pick up trash & dispose of trash

VII. Library or Classroom

- Clean all surfaces used
- Put all trash cans outside the door for easy retrieval in the morning
- Close windows
- Place chairs back on top of desks or tables
- Turn off the lights
- Secure door

VIII. Set the Alarm

- Check all exterior doors to make sure doors are shut and locked
- Set alarm located on the wall of the main entrance. The keypad should read "Ready to Arm." Push the "Command", then "1" buttons to set the alarm.
- The alarm will start beeping. You will have two minutes to exit.

If you need immediate assistance, please contact our custodial staff for support. Joe Stanley @ 360-545-7726

Signature: _____