

# **Notice to Users of School Facilities**

Use of school facilities is a privilege. Please follow these simple rules to ensure your continuing use of our buildings.

1. Only authorized users of school facilities may be in the building. No loitering.
2. The supervisor of the scheduled activity is responsible for the actions of all persons in their activity. Keep all participants or guests of your activity in the area assigned and under supervision.
3. The supervisor of the activity must be the first person in the building and the last to leave.
4. Be respectful of all school property and other persons in the building. Any damage suffered as a result of your use will be assessed against you or your group.
5. Obey all fire alarms and evacuate through the nearest safe exit.
6. Do not remove furniture and equipment from any area without permission from custodian or building supervisor.
7. Unless you are paying a custodial fee, minimize your demands on the custodian's time. Return all equipment and furniture to their original place and turn off all lights before leaving.
8. Clean-up costs are assessed to permit holder.
9. Report to Community Education any damage or concerns. 458-6604

**South Washington County Schools  
Department of Community Education**