

Facility Usage/Rental Expectation Agreement

Building Use Expectations

General Conduct

1. **Respect the space and others.** Treat all participants, staff, and visitors with courtesy.
2. **DO NOT PROP OPEN DOORS.** If you prop open the doors, you may lose the privilege to use the school district facility in the future.
3. **Supervision required.** Youth must be supervised by an adult at all times unless otherwise approved.
4. **Follow all posted signs and staff instructions.** Rules are in place for safety and fairness.
5. **No disruptive behavior.** Running in hallways, engaging in roughhousing, or making excessive noise outside designated areas is not permitted.
6. **No unauthorized access.** Only use rooms, equipment, and areas reserved for your group or event.
7. **Emergency exits must remain clear** at all times.

Facility Care

1. **Leave the area as you found it—examples:** tables, chairs, and all other equipment and items.
2. **Keep the space clean.** Dispose of trash properly and return all equipment to its original location.
3. **No food or drink (except water)** in the gymnasium or on playing surfaces.
4. **Report damage or safety issues immediately** to staff or building management.
5. **Do not alter or move equipment** (bleachers, nets, goals, etc.) without permission.
6. **Use only non-marking shoes** on gym floors to prevent damage.
7. **No smoking, vaping, alcohol, or illegal substances** on the premises.

Personal Responsibility

1. **Respect your scheduled time.** Arrive and leave promptly to allow others to use the space.
2. **Cancellations or changes** must be communicated to the building Principal.
3. **Unauthorized use or after-hours entry** is strictly prohibited.
4. **Use the facility at your own risk.** The organization is not responsible for lost or stolen items.
5. **All State Laws will be enforced.** There will be no alcohol, brought to or consumed on School Property, no smoking or tobacco use.

**** Repeated or serious violations** will result in suspension of facility privileges.

Facility Use Agreement

I have read and understand the **Building Use Expectations** for the gymnasium and shared spaces. I agree to follow all rules, guidelines, and safety procedures as outlined. I accept responsibility for the proper use of the facility and equipment during my scheduled time and understand that failure to comply may result in loss of facility privileges or additional charges for damages.

By signing below, I acknowledge that I—and any participants under my supervision—will abide by the expectations set forth.

Name (Print): _____

Organization/Group: _____ Phone Number: _____

Signature: _____

Date: _____