

# Facility Use Guidelines

## General:

- No food or drink in the gym should be allowed for any events. Signs indicating this rule should be hung near the gym entrances, please help enforce this.
- Floors should be dust mopped, or wet mopped in case of a spill.
- Remind all guests that no one should be parked in the grass.
- Unless your event has on extra supervision, all children should be accompanied by parents/guardians.
- As a reminder there is no access to the nurses office, please be sure to bring your own first aid kit.

## Kitchen Use:

- Please do not allow children under the age of 16 to be in the kitchen. Students 12 and up can help serve only if there is an adult present at all times.
- Only use appliances you have full knowledge of, there are no instructions provided.
- All surfaces must be wiped down, including sinks and any equipment or utensils used should be washed, dried and returned to the original spot.

## Sports Use:

- No hard balls are to be used inside the school. Cost of any damage will be the responsibility of the applicant.
- Current insurance information must be provided to the school office before the request can be approved.
- If insurance is dated to expire while the facility use request is valid, it is up to the applicant to get updated information to the school office.
- Any sports practices, skills time, etc, must include a coach on site that has completed the Wisconsin Department of Public Instruction Coaches Agreement related to Concussion Law Stat. 118.293. This form must be provided to the office prior to the first day of use.
- There is NO PARKING on the back lot or blacktop near the playground and ball field. All vehicles must be parked in the front lot.
- We cannot accommodate requests to use the outdoor ball field on weekdays before 5:00 p.m. until the second week of June.
- As a reminder no indoor facilities will be open to the group. Please be sure to keep a first aid kit on hand.