

BARNSTEAD SCHOOL DISTRICT
Rules for Use of School Facilities for Non-School Sponsored Events

The following rules have been developed to insure proper maintenance of the Barnstead Elementary School facility during use by the community organizations and/or individuals.

GENERAL RULES

1. Children who attend and/or participate in non-school sponsored events must be supervised at all times.
2. Areas which have been used must be returned to their original condition before leaving the school:
 - a. All furniture should be returned to its original position.
 - b. Floors must be picked up and rugs vacuumed.
 - c. Chalkboards must be erased. (Please do not disturb educational material on boards.)
3. Unless otherwise specified in the application for facility use, the library and office area will be off limits.
4. Monday-Friday, on days that school is in session, there will be a custodian on duty in the building from 7:00 A.M. - 9:00 P.M. and events should generally end by 9:00 P.M. to allow him/her an opportunity to secure the building by 10:00 P.M. On days that school is not in session, such as snow days/emergency cancellation days and school vacation weeks (during Christmas week, in February and in April), the custodial staff will leave the building at 3:00 P.M. and any Use of Facility normally scheduled for those evenings will be canceled. The building is closed on legal holidays and is not available for use. During the summer, the custodial staff is on duty from 7:00 A.M. - 3:00 P.M. Any request for the use of facilities during summer months should go through the normal channels. A request for evening use of the facility during the summer or use on a weekend at any time during the year will require either payment for custodial services or a waiver from the School Board. Upon your arrival the custodian will assist you and/or explain how to use the facility properly.
5. Any breakage of unusual circumstances should be immediately reported to the custodian on duty.
6. Students' and teachers' work and materials should not be touched for any reason.
7. There will be no smoking inside the school building.
8. Under no circumstances will alcoholic beverages be allowed on school grounds.

GYM RULES

1. Children should NOT be allowed to take down/put up gym tables and benches attached to the wall. Tables and benches must be held as they are lowered so as not to bang the floor.
2. After the event, the gym floor must be swept and dirt picked up and put in garbage cans.
3. Outside litter which is a result of the non-school sponsored event should be picked up (i.e., cups, cans, cigarette butts.)
4. The gym lights should be turned off at the circuit breaker box on the left hand side of the school stage. Circuit breakers numbered 22 to 24 will turn the gym lights on and off.
5. In addition, for large events, the following must be completed before leaving the school:
 - a. Lobby bathrooms must be washed
 - b. Gym and bathroom floors must be washed.
 - c. Lobby rug must be vacuumed.
6. If the application includes use of the kitchen, it is to be left as clean as you found it. All floors must be washed before leaving.

(Proposed: 08/04/87)

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