



Christ the King School

GUIDELINES FOR USE OF SCHOOL PROPERTY / FACILITIES

It is the intent of this notice to offer guidelines to keep our facilities clean and in good order. Scheduling of the school facilities is done through the Office of the Assistant Principal. Any group using the school facilities are expected to follow these guidelines. **Costs for damage, missing items or extra cleaning required caused by any group to the facility or it's contents and materials will be borne by the group using the classroom. Classrooms are to be left clean and in good order *exactly* as they are found.**

Prior to the use of the facility, **each adult person** using a classroom or other school facility must **sign and return** a copy of this form as an agreement to comply with these standards set forth for all group members and their activities. Please retain a copy for your reference.

1. Prior permission must be obtained for any special decorating of classrooms. If desks, equipment or tables are moved, they must be returned to their original position as found when the group entered the classroom.
2. No food or drink items are allowed in the classrooms.
3. **No materials or supplies** are provided by the school. Student, classroom and teacher materials are not to be used or disturbed. Items belonging to Christ the King School may not be removed.
4. TV's, VCR's, computers and any other electronic equipment in the classroom are not for use.
5. If supplies are brought in by a group they must be removed at the conclusion of the activity. No storage is available.
6. Christ the King School is not responsible for items left in the classrooms or on the property.
7. Smoking or consumption of alcoholic beverages is not permitted.

Name of Adult Responsible & Group Name: _____

Signature: _____ Date: _____

Classrooms in Use: _____

Days and Times: _____

The Administration of Christ the King School reserves the right to deny the use of school property or facilities at any time.