

Warrenton Hammond School District 30

Procedures for Building Use

1. Building use permits are issued for nine week periods which correspond to school year quarters.
2. Problems or concerns related to building use are to be directed to the building principal.
3. School activities take precedence over community use. The district reserves the right to cancel your activity with limited notice to you.
4. The facility is available at times and dates only as stated on the permit. Participants are to enter the facility no earlier and depart no later than the times stated on the permit.
5. If you plan not to use the facility for the time reserved, you are to notify the school by 3:00 p.m. of that day. One no-show without prior notice may cancel your permit.
6. Equipment or furniture will be set up by the custodial staff. Equipment rooms are not available for community use.
7. Participants must bring their own volleyball or basketball.
8. Participants are to wear tennis or court shoes with clean, light colored soles only in the gym. (No street shoes.)
9. Alcohol, tobacco and other controlled substances are not permitted on school grounds.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE RULES. Signed _____

BUILDING SECURITY DURING NONCUSTODIAL HOURS

The Bureau of Labor and Industry prevents classified staff from volunteering in the capacity of their employment with the district, therefore, a district employee, approved by the principal or designee, must be present and responsible for building security. When necessary a custodian will be hired, at the *current salary schedule rate* established by the district and paid in advance by the permit holders, for activities held during noncustodial hours.

Building Rental Fee Schedule (When applicable)

	Weekend Fee	Weekday Fee
Gymnasiums	\$50	\$35
Kitchens and Cafeteria *	\$50	\$25
Cafeterias	\$25	\$20
Classrooms	\$25	\$15
High School Commons	\$25	\$20
Libraries	\$25	\$15

*District kitchen employee must be on duty.
District to receive advance payment for said salary and fixed costs.