

BUILDING USE REGULATIONS

Gym Use:

- Footwear
 - Only clean and dry gym shoes may be worn inside the gym.
 - During athletic activity, no dress shoes, boots, black soles, high heels, or sandals may be worn.
 - Cleats may not be worn at any time.
- No Equipment may be used unless requested.
 - If equipment is requested, everything must be properly returned.
 - Damaged equipment must be reported (i.e. rack all the basketballs, roll cart into equipment room, and raise or lower hoops to original position.)
- Floor must be swept after use. Scuff marks must be removed if any are made on the gym floor.
- All doors in the gym must be closed. Exterior gym doors and equipment room doors must be locked prior to leaving to keep the building and equipment secure.
- No food or drink (except water) may be brought into the gym.
- If there is a water spill, make sure it is cleaned up and dried quickly.
- Double check that nothing is left behind or it will go into the lost and found. (i.e. clothes, shoes, headphones)

Kitchen Use:

- Please leave the kitchen as you found it.
 - Do not unplug refrigerators and freezers at any time.
 - Food Service refrigerators and freezers are not to be used.
 - Provide all cooking and serving supplies.
 - Do not use any kitchen supplies (i.e. Styrofoam products, paper products, plastic silverware).
- Distribute electrical devices (i.e. nescos, crock-pots, hair dryers) in order to keep them off the same circuit. Turn off your devices not in use, to reduce the electrical load on the circuit breaker.
- No one should be on the stage unless it is being used as part of the event being held.
- Turn off all warming units after use.
- Wipe down all tables, carts and counter.
- Put all carts back where you found them.
- Sweep the kitchen and cafeteria.
- Shut and tie all garbage bags.
 - Move to dumpster if possible.
 - If they cannot be put outside in the dumpster, put them in the garbage cart.
- Turn off all lights.

Scout Use:

The following requirements must be met in order for your scout group to use the Richfield Middle School for scout meetings.

- Each member of your group should obtain a written note at the beginning of the school year allowing them to stay after school to participate in the scout meetings for **the entire school year**. The scout leader should collect these notes and provide a copy to the office once you have collected them all or before your first scheduled meeting. If any student does not get a note for the entire school year, we will not allow phone calls home to get permission to stay each week. These students will be sent home on the bus.
- Please compile a list of all students in your group that have a permission slip so the teacher can quickly reference the list rather than looking through the permission slips.
- The leader must provide a calendar of meeting dates to the office for the entire year. You must indicate which grade level your scout group is. We will distribute this schedule to the appropriate teachers. If you make changes to this schedule, the school must be kept informed so we can let the appropriate teachers know of the changes.

THE HOLY HILL AREA SCHOOL DISTRICT RESERVES THE RIGHT TO COLLECT A RETURNABLE SECURITY DEPOSIT FROM PARTIES USING THE PROPERTY OF THE DISTRICT.

_____ I have read the Building Use Regulations (please initial, date, and return with your completed Building Use Form)