

FACILITY USAGE DEPARTMENT **SCOUT RULES AND REGULATIONS**

- 1.) Individual scouting groups are permitted to have one regular weekly meeting free of charge in designated areas provided by the school.
- 2.) The gym may be used for large scout meetings, or special event meetings, after 6:15 pm, and will be subject to facility usage charges, subject to the approval of the Facility Usage Department.
- 3.) Leaders (responsible party) are responsible for their groups. Please do not leave children unsupervised.
- 4.) Leaders (responsible party) must insure that all children have been picked up before leaving the building.
- 5.) If the leadership of your group changes during the current school year this office must be notified immediately. It is important that we are advised of any such changes in order to update our administrative data base with current contact information for all group leaders (responsible party).
- 6.) Scout groups must stay in their designated areas.
- 7.) Use of any school equipment such as computers, copy machines, art supplies, paper, microwave, refrigerator, etc. is prohibited.
- 8.) Please be respectful of other groups in the building by adhering to your scheduled times.
- 9.) This office must be advised in advance, in writing, of any cancellations of scheduled use by your respective groups. In the event we have assigned a no cost Building Supervisor to cover your activity, failure to notify this office of any cancellation may result in a cancellation fee.

Adherence to the rules outlined above and your continued respect for the School District's facilities and building personnel will be most appreciated. Thank you.

Manager-Facility Usage

Updated 07/05/17