

FACILITIES USE PROCEDURES
September 2009

In order to provide for community groups (Brownies, Girl Scouts, Lego Club, etc.) to occupy space at Dunning School during off-school hours, please be sure to adhere to the following guidelines regarding use of school facilities:

- 1. Contact the Main Office at Charlotte Dunning in order to fill out a “Facilities Request Form”.**

- 2. Indicate the name of your group, (be sure to include Charlotte Dunning somewhere in your group title; ie: Charlotte Dunning Brownie Troop #2), the number of children, the dates and times of the activity.**

- 3. Once the form is completed, sign and return it to Dunning office. After the form is received, the principal will review the request and assign space as available. A member of the office staff will advise the group of the approval and location.**

Facilities Request Form

Charlotte Dunning Elementary School
2009-2010 School Year

GROUP NAME	GROUP SIZE
CONTACT PERSON	
TELEPHONE NUMBER(S)	
EMAIL ADDRESS	
REQUESTED DATE(S)	REQUESTED TIME(S)
ACTIVITIES TO OCCUR	
REQUESTED LOCATION	

As the group contact person, I understand that I am responsible for:

1. Refraining from the use of food of any kind.
2. Adhering to scheduled times and notifying classroom teacher well in advance of schedule changes.
3. Directly supervising students at all times, including the use of restrooms.
4. Carrying a cell-phone in case of an emergency.
5. Bringing all of our own materials; not using school supplies in the designated locations.
6. Returning classroom to its original condition (furniture, boards, clean floors, etc.)

Signature:

Date:

FOR OFFICE USE ONLY

RECEIVED BY:	DATE RECEIVED:
REVIEWED BY PRINCIPAL:	<input type="checkbox"/> ACCEPTED – LOCATION ASSIGNED:
SIGNATURE:	_____
DATE:	<input type="checkbox"/> DENIED