CLASS A
School Sponsored Functions: All Elementary Schools

Name: _____   Today's Date: _____

Organization: _____

Address: _____

                 _____

Phone: _____

I _____, on behalf of _____ request the use of (East Hancock, South Elementary, Hancock North Central, West Hancock) Elementary (Gym, Cafeteria, Library or Classroom) (*please circle one school and one location*) on the following beginning & ending date(s):_____ beginning at _____ and ending at _____ (*indicate time*).

Description of this function and reason it is being held: _____
_____
_____.

I agree to abide by the following guidelines (and any additional verbal instructions) set forth by the principal or superintendent:

1. One set of ceiling lights (IN GYM) must be on during function and lights must be on over bleachers.
2. No smoking in facility or outdoors at any time. Both indoors & outdoors of all school campuses are tobacco free zones.
3. Sweep all bleachers (both TOP and UNDER bleachers).
4. Mop up any spilled drinks.
5. Wash off all furniture used and return to original place.
6. Clean all bathrooms and flush all toilets.
7. Turn off all lights and fans.
8. NO water on gym floors.
9. All trash must be properly disposed of in the **outside** garbage dumpster.
10. If an accident or damage occurs in the facility, the school principal or athletic director should be immediately contacted.

I understand I will be responsible for contacting the maintenance department as to exact date and times of the above function. If the premises or any portion of the building or any equipment contained therein is damaged and/or not cleaned properly, I agree to pay the school district the sum of money necessary to restore the premises or equipment contained therein to its present condition.

I agree to hire ____ bonded security guard(s) and report to the principal the name(s) of the security guard that will be on duty.

Signature: _____ (By signing, I agree to all terms of this document.)

Approved by: _____   (Athletic Director)

Approved by: _____   (Principal)

Approved by: _____   (Superintendent)