

## Checklist for Facilities Use

Complete each of the tasks listed below prior to leaving the school building or grounds. Place a check mark or initial each task after completion. Slide this form under the Elementary office door when finished. Failure to do so will result in denial of future building use requests for your group or organization.

- ✓ Do not prop outside doors open.
- ✓ Stay in the area you are designated to use.
- ✓ Supervise students and guests.
- ✓ Help keep our school safe and secure.

\_\_\_\_\_ Return all equipment, furniture, etc. to the appropriate area where it belongs or place it back where you found it.

\_\_\_\_\_ Clean up any garbage, spills, etc. that your group was responsible for.

\_\_\_\_\_ Turn off all lights, close inside and outside doors and windows, and secure the building. Be aware that others may have used an outside door without your knowledge. (Don't forget to check the bathroom lights and faucets)

\_\_\_\_\_ If supervising students, make sure all students have left the premises prior to your departure.

\_\_\_\_\_ Apart from general custodial cleaning, the building should be in the same or better condition then when you arrived.

List items that may need attention when staff returns during regular work hours.

\_\_\_\_\_  
*(Call Dennis Webb 715-642-3102 for something that needs immediate attention)*

Name of person/organization completing this form \_\_\_\_\_

Time you arrived on the premises \_\_\_\_\_

Time you departed from the premises \_\_\_\_\_

Were any other groups using the building while you were at school? \_\_\_\_\_ Who? \_\_\_\_\_