

**Camanche CSD Building/Gym/Stage Usage Agreement  
For School Year 2014-2015**

**Group Affiliation:** \_\_\_\_\_

**Contact Information: (Printed Name and Phone Number)**

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**For School Year 2014-2015**

- The Camanche CSD Building/Gym/Stage is available for public use on a first come, first serve basis with the understanding that school related activities have bumping rights if needed and at the discretion of the building Principal or Activities Director.
- Requests for facilities usage must be placed a minimum of 24 hours in advance for the use of facilities. We will allow groups to sign up for one month at a time. Requests will be considered the last full week of the month for the following month.
- If groups sign up for stage, it means stage only. If groups sign up for gym, it means gym only.
- Due to limited space, public organizations will not be allowed to store equipment in our facilities; however, we will attempt to accommodate with necessary equipment, if possible, with prior notice.
- **No exterior door shall be propped open.**
- All equipment rooms will remain locked after school hours.
- During weekdays the facility is not available to the public before 4:00 p.m. and closes no later than 8:30 p.m.
- Adult supervision is required for school-aged students (at a minimum, 1 adult for every 20 students is required).
- With the exception of restroom facilities, the rest of the building is off limits to users.
- The gym is not available until noon on Sundays.
- No activities will be held on Wednesdays after 6:00 p.m.
- Gym is not available at night after a school event.
- Smoking and alcoholic beverages are NOT allowed on school premises.

- A custodian must be at all games/scrimmages played with other teams (when you have parents/fans present).
- All games: 2 hour minimum...1/2 hour before game to set up, 1 hour game time, 1/2 hour after game to clean up.
- If game is changed, custodian must be notified in advance. You will be charged a 2-hour call in fee if you forget to call.
- Appropriate footwear should be worn.
- Each organization is responsible for leaving the facilities in the manner or better than it was prior to the activity.
- All gyms/stages closed during spring/fall parent/teacher conferences.
- If you need to cancel your time slot, a notification call needs to be made to the Activities office no later than 3:00 p.m. the day of your reservation.
- If fire alarm goes off, it is the coach's/sponsor's responsibility to get everybody out of the building until an all clear has been announced.
- In the event of a storm/tornado, the boys/girls restrooms outside of the gym shall be used as storm shelters.
- No facilities will be in use when an early out or school cancellation occurs.

### **Camanche Middle School**

- Gym lights are programmed to automatically turn on/off.