

Gibson County School District School Facilities Use / Non-School Sponsored Events

School: _____

Date: _____

Guidelines and Procedures for Use of School Facilities

- 10% of all proceeds from event will be paid to GCSSD.
- Adult supervision must be provided at all times.
- Children will be closely supervised and will not enter other areas of the building.
- The individual or group that uses the facility will assume responsibility for accidents and injuries that may occur during activities.
- Smoking, alcohol, and drugs are not allowed in school buildings at any time.
- The individual or group that uses the facility will be responsible for any damages that may occur to the facility.
- The facility must be cleaned after use. Please leave the area as you found it.
- The gym floor must be dust mopped **before and after use**.
- All cans, bottles, and trash must be removed from the gym or other areas.
- When leaving the school, all lights must be turned out, and the doors locked securely.
- Return heating and cooling thermostat settings to normal setting if they were adjusted.

I (the undersigned) have read the guidelines listed above and understand the responsibility involved with the use of this school facility. I will assume responsibility for following all guidelines and procedures listed in this agreement.

Signature _____

Date _____

Principal Signature _____

Date _____

Non-School Sponsored Events Proceeds Recap (to be completed at conclusion of event):

_____ Received from Registration Fees

_____ Received from Concession Sales

_____ Other (Please specify) _____

_____ Total All Proceeds

_____ 10% of Total Proceeds Due GCSSD