BUILDING REQUEST

JOLIET PUBLIC SCHOOLS

DISTRICT NO. 7 CARBON COUNTY

Home of the J-Hawks

P.O. Box 590 · 300 N. Park Street · Joliet, Montana 59041 · Office: 406-962-3541 · Fax: 406-962-3958 · www.gojhawks.com

Date _____

I hereby state that the information in this application is true and that, if approved, I will abide by the rules & regulations for the use of the public school building as set down by the Joliet School Board of Trustees.

Name: _____ Address: _____

City: _____ Zip: _____ Phone: _____

Group or Organization: _____

Date Requested: _____ Time: FROM _____ TO: _____

Describe Activity: _____

Indicate room(s): _____ Approx. Number of People _____

Approved by: _____ Date: _____

Administrative Signature

For Office Use Only - File Copy Saved - Event on Calendar _____

Copies to:

HD. Facilities _____	Elem Custodian _____	Kitchen _____	Activity Director _____
ASSIST. Facilities_____	MS/HS Custodian _____	AgEd Shop _____	Music/Band Rm _____
Library _____	Gym Custodian _____	NEW Gym - PE _____	Teacher RM _____
_____ Coach _____	Concessions _____	OLD Gym - PE _____	Other _____

Please read and sign below to assure us your understanding of the following expectations:

Clean-up Check List: 1) W ash tables, 2) Put up tables (adults only), 3) Dust mop the floor - pick up dirt, 4) Mop floor or vacuum (if needed), 5) Take garbage out (put new liners in cans), 6) Check halls to see if they need to be vacuumed, 7) Check bathrooms for mess and then clean accordingly, 8) Turn out lights, 9)Shut doors - double doors if using the elementary rooms, 10) If using the kitchen or any other room, clean up and leave it as clean as it was before use.

In addition to the clean up checklist above, the person(s) or organization(s) using the Joliet School facilities or grounds must adhere to the following requirements and answer the following questions.

Name of person(s) in charge of the event_____ If the person in charge cannot be present at the event 100% of the time, then who is in charge in the absence of the main person responsible?_____

(The school needs to be informed of this responsible supervisor before the building is used.) The above named adult supervisor(s) in charge of the event must perform proper and thorough supervision of the event including disciplinary action when required. The person in charge must be willing to use disciplinary actions ranging from verbal reprimands to removal of the offender from the premises. In a serious situation law enforcement may be contacted for their assistance.

Safety and protection of our school property, equipment, and facilities, must be a priority of the person(s) in charge. Being visible by moving around the complete facility that is being used is a must do for the supervisor.

Only students under the assigned supervisor's event are allowed in the building or halls; supervisor needs to ask unsupervised students to leave the building or contact parents. Teachers and school personnel are not responsible for student supervision before 8:00 a.m. or after 4:00 p.m.

Some behaviors not allowed are as follows; however, this list is not inclusive but rather just a list of things not allowed.

1) Running, 2) Playing Tag, 3) Playing with, throwing, or bouncing balls in the lobby or hallway, 4) Wrestling or scuffling, 5) Throwing water or food, 6) Yelling or using obscene language, 7) Entering classrooms or areas of the building that have not been reserved.

IMPORTANT: For large events such as games and tournaments, it is recommended that a supervisor employed by the Joliet School be hired. Fee to be negotiated.

I agree to properly supervise, clean as noted on this request form, and use discipline when needed throughout my requested use of the building and/or grounds, and accept any and all responsibility for damages or lost equipment. I understand that if I do not follow these guidelines I will not be able to use the school facilities in the future.

_____ Date _____

Signature of Person in Charge