

Oregon School District Basic Facility Use Rules

- **An adult must reserve all facilities.**
- Absolutely no food, drink or gum may be brought into our gyms.
- We request that your group wear non-marking athletic shoes if you are using our gyms for a sports practice.
- No **hard** balls are allowed in the gyms (baseballs, lacrosse, etc.).
- All of our equipment (balls, toys, mats etc.) is for school use only.
- Please do not climb on the bleachers or attempt to pull them out.
- You are required to clean up after yourselves (this includes putting things back where you found them) failure to do so may forfeit your future use of our facilities and you will be charged \$30/hr. if we have to clean up.
- Please do not bring chairs/tables into the gyms.
- Please do not tape anything to the walls, doors or windows.
- All guests must remain in the areas that were reserved; **an adult must be present at all times and children must be supervised by an adult, at all times.** We would hate for you to set off the alarms unnecessarily.
- Please do not prop doors open. If we find the doors this way, you may forfeit your future use of our facilities. Propping the doors leaves our facilities vulnerable to theft, vandalism and increased energy costs.
- **You are responsible for turning the lights off and locking the front door before you leave.** See above.
- Lastly, you will be responsible for any damage that occurs during your use.

Our facility reservations are approved in the following order:

1. School/Staff/Student Events
2. Community Education
3. Youth Sports/Scouts
4. Community Events
5. Youth Clubs
6. Non-Community Events

Your reservation may be bumped for 1-4, we will do everything possible to accommodate you somewhere else and will let you know as soon as possible.

Our Weekend Custodians are Dan Bornbach and Amy Martinson - they can be reached at 608-575-8444. If your event is in the evening or on a regular basis, you will be required to purchase a keyless entry card from the district office. The card costs \$10 and the fee is non-refundable, but it can be used again.

If fire alarms are pulled, security alarms are set off, ceiling tiles are knocked out etc., - you will be charged. We want you to be safe and have a great time!

If you have any questions, please email Sherri Tarran skt@oregonsd.net or call 608-835-4016.