

KEMPTOWN ELEMENTARY
PROCEDURES AND GUIDELINES
FOR GROUPS USING OUR SCHOOL FACILITY

We are happy to be able to provide a place for your activity. In order for everything to go smoothly, we ask that you read and abide by the following procedures when using our facility:

PROCEDURES:

- Applications for the use of school facilities shall be processed in accordance with the following deadlines:

<u>Application Deadline Date</u>	<u>Dates Covered</u>
July 1	Sept. 1 - Dec. 1
October 1	Dec. 1 - Apr. 1
February 1	Apr. 1 - Sept. 1

- Applications received after the deadline shall be considered on a "first-come, first-serve" basis.
- Applications received after the deadline must be submitted at least two weeks prior to date of use or they will not be considered.
- Applications must be submitted with a current Certificate of Insurance listing Frederick County Board of Education as additional insured.

GUIDELINES:

- Use only the portion of the facility that you have requested. Refrain from having persons associated with your group in areas other than the areas you have designated.
- Be sure children are monitored at all times by an adult.
- Let the office know ahead of time if you need any equipment such as chairs, tables, etc.
- DO NOT MOVE FURNITURE AND EQUIPMENT WITHOUT THE CONSENT OF THE OFFICE OR CUSTODIAL STAFF. Furniture and equipment must not be placed where it will interfere with cleaning or fire exits.
- Stick to the approved times for entering and leaving the building. The custodians have all of the regular cleaning to do in addition to assisting with groups using the building, and are not available beyond the times requested.