ST. ALBANS CITY SCHOOL
BUILDING USE EXPECTATIONS

Building use is a privilege. ANY violation of the policies listed below will result in LOSS of privilege.

1. AT NO TIME WILL ANY DOOR BE PROPPED OPEN FOR ANY REASON. A responsible person will be placed at the door to let the members of your group into the facility. Once all are in, the doors will remain closed and locked.

2. The responsible Adult will have control of, and know the whereabouts of, their group at all times. There will be no wandering of the halls or roaming the building. You need to remain in your assigned area.

3. The presence of at least one Custodian will be required for any afterschool or weekend activity. A $30 per hour custodial fee will be charged for non-school related activities.

4. A reasonable cleanup of the area must be performed by the group prior to departing, picking up any trash, coffee cups, water bottles and the like. Also be sure to check for any clothing or personal items.

5. The responsible Adult will NOT leave until all members of their group have left the property; making sure any exit used by the group is closed, locked and latched.

6. If you encounter a problem or are in need of assistance during your event, please speak with the attending custodian(s) or call Frank Pelkey 802-782-5550, Richard Barrett 802-370-1831 or Robin Boudreau 802-881-8470.

I ________________________________ agree to the above terms for Building Use on ______________ for the purpose of ____________________________________.

Signed: ________________________________ Date: _____________________