

BOARD POLICY 8.20 AP1 EXHIBIT 2
ARGENTA-OREANA CUSD #1
AGREEMENT FOR THE USE OF SCHOOL FACILITIES

Common Areas

- _____ Keep floors swept, respond to liquid spills immediately
- _____ Empty garbage cans and replace bags
- _____ Check bathrooms and keep clean, replace paper products as needed
- _____ Check to be sure water has been turned off in sinks, toilets, and fountains
- _____ Remove all decorations and/or signage
- _____ Entrance areas, pickup garbage and sweep
- _____ Turn off all lights
- _____ Secure all doors

Restrooms

- _____ Keep floors swept, respond to liquid spills immediately
- _____ Ensure all toilets and urinals have been flushed prior to leaving
- _____ Empty garbage cans and replace bags
- _____ Turn off all lights

Gym

- _____ Dust mop playing surface regularly
- _____ Remove trash from bleachers
- _____ Sweep and mop bleachers as necessary
- _____ Empty garbage cans and replace bags
- _____ Return all equipment to proper location
- _____ Ensure storage rooms are returned to original condition
- _____ Turn off all lights

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Concession Stand

- _____ Unplug and wipe out microwave
- _____ Unplug and wipe down griddle
- _____ Unplug and wipe down roaster
- _____ Unplug and clean popcorn machine, remove bottom tray, wipe down, etc.
- _____ Wipe down all counter space
- _____ Sweep floor of all debris
- _____ Empty garbage cans and replace bags
- _____ Mop and sanitize floor (if necessary)
- _____ Restock all beverages
- _____ Place all candy back in storage tubs
- _____ Return hot dogs, pretzels, buns and condiments to the refrigerator
- _____ Ensure Storage areas are orderly and secured
- _____ Ensure concession windows are shut and locked
- _____ Ensure lights are off and doors are secure
- _____ Ensure restroom lights are off and doors are secured (Athletic Field)

Athletic Field

- _____ Pick up all garbage throughout complex (including under bleachers)
- _____ Empty all garbage cans
- _____ Return all equipment to proper location
- _____ Ensure sound system and lights are powered off in press box
- _____ Lock press box door
- _____ Check restrooms for cleanliness, empty restroom garbage
- _____ Ensure all field access gates are closed
- _____ Ensure all facility access gates are closed and locked
- _____ Ensure building lights are off and doors are secure
- _____ See Concession Stand Checklist (if used)

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Cafeteria

- _____ Keep floors swept, respond to liquid spills immediately
- _____ Empty garbage cans and replace bags
- _____ Remove all decorations and/or signage
- _____ Return all chairs and tables to original configuration
- _____ Wipe down tables if used

Kitchen

- _____ Ensure all equipment is turned off and returned to original condition
- _____ Ensure all equipment has been wiped down and sanitized
- _____ Ensure freezer and refrigerator doors are secure
- _____ Wash all dishes and put away properly
- _____ Wash, dry, and sanitize all counters and tables
- _____ Wash and dry sinks
- _____ Empty garbage cans and replace bags
- _____ Sweep floor of all debris
- _____ Mop and sanitize floor
- _____ Turn off all lights
- _____ Secure all doors

Failure to complete the checklist to the satisfaction of the District may result in a financial penalty and/or the loss of use privileges. The typical progression of the financial penalty is as follows.

- 1st Offence Warning
- 2nd Offense \$100
- 3rd Offense \$250
- Removal of Facility Use Privileges

The District reserves the right to bypass any and all steps of the progression depending on the severity of the offense.