

## Forest Lake Area Schools

### Administrative Regulations and Rules for Participants, Instructors, and Rental Groups Using Forest Lake Area School District #831 Facilities

---

1. Smoking, and other use of tobacco, is prohibited in ALL areas of school buildings and grounds.
2. Any individual under the influence of **ANY** chemical (alcohol, etc.) will be denied the use of our facilities.
3. All individuals (or groups) assume financial and/or legal responsibility for damages to property that occur due to their neglect or inappropriate behavior.
4. No running allowed in the hallways.
5. Children must be supervised at ALL times while in our facilities. This includes while in the hallways, washrooms, etc. Supervisor(s) should be the first to arrive, and the last to leave, to ensure this supervision.
6. Individuals should confine themselves to the area of the building in which they meet (this includes the nearest washroom and water fountain).
7. Chairs, AV equipment, and other materials within a classroom, gym, etc. should be left in the exact placement at the conclusion of your activity.
8. The classroom, gym, etc. that you use should be left clean, and in the same condition as when you entered.
9. No food and/or beverage is allowed, unless with advance approval and in designated areas.
10. Any problems encountered with Forest Lake Area School District #831 facilities or personnel (custodians, coaches, teachers, etc.) should be reported to the Community Education Office by the next working day.

NOTE: THANK YOU FOR YOUR COOPERATION IN THESE MATTERS. THEY ARE ESSENTIAL TO THE CONTINUED COOPERATION, AND FINE RELATIONSHIP BETWEEN OUR K-12 PROGRAM, COMMUNITY EDUCATION PROGRAM, AND OTHER COMMUNITY GROUPS USING SCHOOL FACILITIES.

P.S. If you must cancel your activity, be sure to call the Community Education Office (651-982-8110). We can then notify our staff and allow other groups to use that particular date.

12/20/02