



SHAWANO SCHOOL DISTRICT  
**FACILITY USE DESIGNEE CHECKLIST**  
 COMMUNITY GROUPS USING FACILITIES

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Designated Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Building(s) \_\_\_\_\_

Areas Requested \_\_\_\_\_

Heating/Cooling needs \_\_\_\_\_

Custodial Staff Needs \_\_\_\_\_

**Emergency Numbers:**

- Director of Buildings and Grounds – Jeff Easter ..... 715-280-0696
- Custodial Manager – Patti Buttles ..... 715-250-0751
- High School Custodian ..... 715-853-7385
- Middle School Custodian ..... 715-853-7375
- Olga Brener Custodian..... 715-853-1353
- Hillcrest Custodian ..... 715-853-7395
- Shawano County Sheriff Dispatch..... 715-526-3111

**Emergency Procedures:**

- Fire Alarm Response – Evacuate building and call Jeff Easter.
- Running Water Response – Shut off water supply and call Jeff Easter
- Electrical Outage Response – Evacuate building (Brener & Middle School) and call Jeff Easter
- Gas Smell Response – Evacuate Building and call Jeff Easter.

**General Use Items:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>1) Note furniture locations to assure all items are returned to original location.</li> <li>2) Know light switch locations</li> <li>3) Know location of defibrillator</li> <li>4) Know location of fire extinguishers</li> <li>5) Know location of custodial closet/supplies (if necessary)</li> </ul> | <ul style="list-style-type: none"> <li>6) Know location of trash and recycling dumpsters</li> <li>7) Read and understand Supervision and Clean Up Procedures (see attached)</li> <li>8) Read and understand Facility Use Agreement (provided by Community Ed Office)</li> </ul> |
|---|---|

Note any existing conditions (damage) \_\_\_\_\_

*Buildings and Grounds Director Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Designated Person Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

## Supervision and Clean Up Procedures

### Supervision

It is the expectation of the Shawano School District that adequate supervision be provided for any event taking place within its facilities. Supervision requirements are as follows:

- 1) No fewer than 2 adult supervisors must be present at all times during any event that involves children
- 2) Adult supervisor is defined by a person 18 years or older or at least 5 years older than the children with which they are working.
- 3) There shall be a minimum of 2 adult supervisors for all events with up to 50 attendees
- 4) There shall be a minimum of 1 adult supervisor for every additional 50 attendees
- 5) Supervisors should be assigned duties and must be familiar with facility use rules
- 6) At least one adult supervisor should have CPR and First Aid training
- 7) Supervisors are responsible for crowd control
- 8) Supervisors must perform visual checks of halls, restrooms, and other areas used by the group
- 9) Running and horseplay is prohibited
- 10) Smoking or tobacco use on school property is prohibited
- 11) Alcohol or drugs on school property is prohibited
- 12) Food or drink is prohibited in the gyms and any carpeted areas. Only water and popcorn is allowed in the gyms.
- 13) All attendees must park in designated spaces. No parking in fire lanes or on lawn areas.
- 14) Any other unsafe, unlawful, or destructive behaviors must be prevented or addressed by event supervisors.

*Remember, attending custodians do not share supervision responsibilities!*

### Clean up procedures

For organizations that take responsibility to maintain cleanliness during events (if an attending custodian is not required):

- Keep floors swept, respond to liquid spills immediately
- Empty garbage cans and replace bags, keep recycling separate from garbage
- Check bathrooms and keep clean, replace paper products as needed

Cleaning of areas after event has ended:

- Sweep and mop floors
- Wipe down tables, chairs, etc.
- Remove all garbage and recycling and place in appropriate dumpsters
- Clean restrooms, wipe down fixtures and mop floors
- Return furniture to original location and/or position
- Turn off all lights and secure all doors

Only authorized personnel are permitted to operate district owned floor scrubbers.

Any cleaning by district custodians during or after an event will be agreed upon and the corresponding hours will be invoiced to the organization through the Community Education Office.

Buildings and Grounds Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Designated Person Signature \_\_\_\_\_ Date \_\_\_\_\_

## BUILDING USE

### District Representative

As a general rule, a district custodian will be on site for all building use activities.

Under certain circumstances, the principal or facility manager may designate a staff member as a district representative during building use activities. The following are parameters for designating a district representative:

- ✓ If the space needed involves less than two adjacent classrooms or the LMC with less than 40 people for less than 3 hours, a designee may be assigned for the activity.
- ✓ If using a cafeteria, auditorium or gym with less than 50 people for less than 3 hours, a designee may be assigned for the activity.
- ✓ If there is more than one building use activity occurring on a given day, a district custodian will be assigned to monitor and clean up for the building use.
- ✓ Designee must be a District employee and assigned to the site staff.
- ✓ Designee must be associated with the building use activity.
- ✓ Designee must be present at all times.
- ✓ Designee must complete a *Facility Use Designee Checklist*
- ✓ Designee must adhere to the clean-up procedures outlined on the Supervision and Clean Up Procedures Checklist