

## CAES GYM USE POLICY

Permit and Policy issued to: \_\_\_\_\_  
Name, address & phone number \_\_\_\_\_  
\_\_\_\_\_

1. Use permit must be signed by the Applicant, a responsible adult (if Applicant is under 18) and an Authorized School Representative.
2. The use of the gymnasium requires a \$100.00 cleaning and breakage deposit. The deposit is refundable after the event and providing the area is left in accordance with agreement. A fee of \$10.00 per use for electricity is required of anyone using the gymnasium.
3. P.E. equipment is to left set up or down as found.
4. The floor is to be swept, chairs and tables returned to their proper storage carts.
5. All doors are to be locked and lights are to be turned off.
6. The classrooms and library are not to be used or entered.
7. Trash cans are to emptied and liners replaced.
8. Restrooms are to be left neat and in order.
9. Buildings are to be vacated and locked by 12:00 midnight.
10. No smoking or tobacco use on school property.
11. No bicycles, scooters, roller blades/skates, or skate boards are to be used on the gym floor.
12. Checklist in kitchen must be completed in order to receive deposit back.
13. If Applicant is under the age of 18, then a responsible adult over the age of 18 will supervise the group at all times. Adult's name is \_\_\_\_\_.

Keys Assigned:

Keys Returned:

Keys Assigned:

Keys Returned:

\_\_\_\_\_ date

\_\_\_\_\_ date

\_\_\_\_\_ date

\_\_\_\_\_ date

\_\_\_\_\_  
Applicant Signature and Date

\_\_\_\_\_  
Authorized School Representative Signature

\_\_\_\_\_  
Responsible Adult Signature and Date