

**GUIDELINES FOR SCOUT LEADERS USING ST. JOHN SCHOOL
BUILDING - GROUNDS**

Permission to use a room or space in the school building must be **scheduled in the school office**. You will need to submit a list of all meeting dates and times, and the names of the scout leaders when you request a room. (*Note the dates in which the building is not available.*)

The St. John Educational Center (the school building) must be used with great care. The space used must be left clean and in good order after each use. If you move any furniture, etc. in the room or space, you are responsible for returning the furniture, etc. to the way you found it.

The scout leader(s) are responsible for bringing all supplies and paperwork needed for the meeting. It is always best to be prepared well ahead of the meeting time with students.

The Copy Room is not available until after 3:30.
You must wait for office/school staff to finish any school projects before you use copy room.

Students / children must be supervised at all times in the buildings and on the school / parish grounds. The supervising adult is responsible for supervising children/students in the hallways, rest-rooms, and area(s) used.

NO Student or Child may be left on the premises without adult supervision.

Students, and any siblings, must remain in the designated Scout meeting room/area.

Students / visitors are to walk in the building - no running!

Everyone, including young children, must maintain a low voice tone everywhere in the building.
Voice levels should never be disruptive to anyone else in the building.

PLEASE NOTE: The school building is locked @ 4 p.m. If you are expecting parents to come into the building after 4 p.m., please have a parent or student stationed by an outside door to admit parents. Notify parents of the arrangement you have made for them to enter the building.

Off limits:

All other classrooms and rooms, *including the music room*, (unless permission is given), hallways, etc. Teachers' desks, computers, student lockers, TV/VCR, etc.
Kitchen and storage areas

Grass area in front of the school (Swinging on railings –not permitted.)

At end of the meeting/event, supervising adults are responsible for:

Check List

- _____ Check restrooms
- _____ Close windows – Turn off lights
- _____ Clean area used and return any furniture that was moved
- _____ Lock all doors and secure the building
- _____ Return key to parish office if a parish office key is used for an evening or weekend event, the key must be returned to the parish office immediately after the event (before 9 p.m. on weeknights).

As the leader of this event, I will comply and enforce the above guidelines.
Return one signed copy to the school office.

Supervising Adult's signature _____

Date _____