

Applicant agrees to the following responsibilities:

1. Building safety and security

- Applicant is responsible for crowd control.
- Visual check routines: halls, restrooms, etc.
- Restrict participants to designated area.
- Running, horseplay, and fighting prohibited.
- Smoking or other tobacco use prohibited.
- Alcohol prohibited.

2. Emergency response/communication

- Police/fire department phone number – 911.

3. Familiarity with facility

- Check location of fire alarm./extinguishers, lighting systems, telephone, etc.
- Check location of paper goods, brooms, mops, etc.
- Check location of trash dumpsters.

4. Clean-up of facility

- Applicant is responsible for clean up. If custodial time is used applicant will be charged.

5. Gym floors

- Dust mop gym floor before using (see custodians for special mops).
- No street shoes on gym floors
- No tape on gym floors

6. All events are to be conducted and operated in full compliance with all applicable WIAA rules.

7. Applicant is to inform participants that personal injury/damage to property is assumed by the applicant.

Check-out List

- Floors clean, including corridors
- Furniture/bleachers cleaned and returned to original position
- All supplies/equipment returned to proper storage
- All wastebaskets emptied and bags taken out to dumpster
- Restrooms check and cleaned if required
- All participants out of building
- Lights switched off
- All doors locked

The Plymouth Joint School District does not discriminate against persons on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

Note below any damage to building or equipment:

Group Representative

Custodian (if present)