

## Indoor Facility Use Guidelines for Youth & Recreation Groups

1. Park in designated areas only. No parking in fire lanes, on adjacent private property, on fields or lawns, or in posted “no parking” areas.
2. Use the exterior entry designated by the custodial staff (determined the first night of building use). **Do NOT prop doors**. Designate an adult to let remaining participants in upon arrival.
3. An adult supervisor should be the first to arrive and the last to leave. Children or participants are not to enter the building before the supervisor. Parents should not drop children off without confirming whether or not the supervisor is on site.
4. Arrive and leave on time. Time changes and cancellations must be communicated in advance to the Facility Use office (970-613-5351 or [facilityuse@tsd.org](mailto:facilityuse@tsd.org)).
5. Stay within the approved area only. Children and participants should not roam the building. Children should be accompanied by an adult to the restrooms.
6. Smoking, alcohol, and controlled substances are not allowed on district property, including parking lots and fields.
7. Pets are not allowed on school district property. Service animals are allowed.
8. Supplies and other equipment are not to be used unless arranged in advance.
9. At the end of the scheduled time, leave the area in the same condition as it was found. Reset furniture and other items if they were moved and throw away all trash.
10. Custodians are not responsible for set up, clean up, supervision, or assistance to groups unless arrangements have been made in advance for items such as bleachers and cafeteria tables.
11. Inappropriate behavior or language from parents, children, or participants will not be tolerated.

**AFTER HOURS EMERGENCY LINE 970-613-5010**