

Girl/Boy Scout Guidelines  
Lee's Summit R-7 School District

The Lee's Summit School R7 School District welcomes the Boy and Girl Scout organizations to utilize their facilities for meetings and activities. To ensure a positive experience for both district employees and scouting organizations, the following are a few guidelines to follow when holding meetings (in addition to School Board policies pertaining to facility use). Repeated failure to adhere to these guidelines may result in loss of facility privileges.

1. Scout Leaders are responsible for the action of their entire group. Leaders should arrive early and remain until all persons leave.
2. The renter should have a hard copy of their rental agreement with them at all times during their event.
3. Your initial building use request should cover meetings for the entire school year. While it may be necessary to re-schedule an occasional meeting due to unforeseen circumstances, your initial application for building use should include every meeting you plan on for that school year.
4. Have at least 2 adults (at least 21 years of age) present to allow for proper supervision (this is also a requirement of the Boy/Girl Scouts).
5. Limit the meeting to registered members and adult supervisors. Younger siblings and/or children not involved in the meeting should not be in attendance.
6. Stay in your assigned area(s). Any child leaving the assigned area (to use restroom, etc.) must be accompanied by an adult.
7. School property must not be tampered with in any way. This includes wall posters, items belonging to the before-and-after school program, P.E. equipment, etc. If your group is meeting in a classroom, scout members should not be allowed inside student desks or near teachers' desks.
8. The expectation is that you leave your meeting area at least as clean as it was when you arrived. Building custodians are not responsible for cleaning up after scout meetings.
9. You should not arrive more than 15 before your scheduled meeting time and should make sure no one from your troop is in the building 15 past your meeting end time.
10. The last person to leave should be the scout leader or adult in charge. This person should also make sure there are no belongings left behind and that the area is clean before leaving.
11. There should not be any materials used not easily cleaned with soap and water. This includes fingernail polish/remover, paints, dyes, stains, etc. Damages to the building, furniture, or equipment will be charged to the scout leader. Glitter should not be used.
12. Any damage that occurs during your meeting should be reported immediately to the custodian on duty.
13. Any equipment or property left behind will be held at the facility for 7 days to allow for retrieval. Any equipment not claimed after 7 days shall become the property of the district.

14. If you need to cancel a meeting for any reason (other than school cancellation), please inform the office no later than 3pm.