

## **Facility Use Agreement 2022-2023**

Edmonds Heights K-12 students and families have designated use of specified areas at Woodway Campus. The following guidelines will help to ensure that we maintain a safe and friendly environment for our families and the other users of the facility.

### **The District will:**

1. Provide instruction and be responsible for the safety of students while they are in the classroom.
2. Provide a clean, safe facility.
3. Provide the use of classrooms for instruction and shared use of the commons, library, and hallways;
4. Provide parking facilities in the main parking lot on the west side of the building;
5. Open the facility for use from 8:30 a.m. to 4:00 p.m., Monday through Thursday, subject to holidays and half days;
6. Provide custodial services to the site from 8:00 a.m. to 10:30 p.m., Monday through Friday; and
7. Conduct emergency drills monthly throughout the year.

### **Parents and students will:**

1. Recognize the need of other users of the building and will respect the privacy of their areas;
2. Inform staff of areas of the site in need of cleaning or maintenance;
3. Clean up after themselves;
4. Drive slowly and carefully in the parking lots and around the school building. Follow signage.
5. Park only in designated areas. No parking or drop off in the staff parking area.
6. Participate in emergency drills when on campus.

### **Parents will:**

1. Be responsible for the safety and supervision of their own children, on campus or off campus.
2. Supervise all students under age 12.
3. Be aware of students' activity and behavior on the playground.
4. Be mindful of our Library etiquette:
  - We respect each other's right to have quiet and clean space to work in the library.
  - We will finish all food items before entering the library and only bring water in containers with a lid into the library.
  - We will only use the Internet and digital tools for school purposes.