

**STEEPLECHASE ELEMENTARY  
FACILITIES USE POLICY**

**GUIDELINES**

---

Use of Steeplechase Elementary facilities will follow Boone County guidelines and the following school guidelines. All use must have Principal approval.

1. Any use of the building requires a current SCES staff member to serve as a sponsor and be present during the time of use.
2. Building use will not be allowed on Saturdays or Sundays without prior approval from the Principal.
3. The building must be cleared by 8:30 pm Monday-Friday with the exception of specific programming approved by the Principal.
4. It is the responsibility of the SCES sponsor to make sure the building is clean and back in order in which it was found. ALL doors must be checked for locking upon departure.
5. Schedule priority will be given to school based extracurricular activities and to current building employees.
6. All participants are expected to stay in the designated area during the scheduled time. Any participants or family members will forfeit facility use if found outside of approved areas.
7. Sponsor is responsible for adhering to scheduled time and supervision of participants.
8. Custodial team members are in the building to do their required job and are not at service for groups or teams unless a previous agreement and payment of services is arranged through the Principal.
9. Anyone found not adhering to the above guidelines will forfeit their privileges to use Steeplechase Elementary facilities.

**PROCEDURES**

---

1. Requests must be made in writing to the Principal at least 2 weeks prior to the requested date.
2. Requests must have a school staff member, who has agreed to serve as sponsor. This person must be identified in writing with the request.
3. A district "use agreement" form must be completed, signed, and returned to the Principal prior to the use of the facility.
4. The use agreement will be submitted to the Board of Education for approval.
5. If approved the Principal will schedule the building date and time, and meet with the sponsor prior to use.
6. If a rental fee is charged, payment must be made prior to the scheduled facility use.

**POLICY EVALUATION**

---

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 1/9/2023

Date(s) Reviewed or Revised: