



DISTRICT 728 Community Education

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Welcome to ISD 728. Our mission is to educate, inspire & empower our diverse learners to shape their futures, to accomplish their dreams, and to contribute positively to our local and global communities.

Rules & Procedures for Classroom Use

Please note these rules & procedures for classroom use; You are responsible for ensuring these guidelines are met.

BE RESPONSIBLE:

- *The individual named on the permit, and the group in whose name the permit is issued, are jointly responsible for the use of the facility.
- *The individual named on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury of any participants or spectators.
- *Competent adult supervision (21 years or older) must be provided by the group during the entire use.
- *The group supervisor will be held responsible for compliance with rules, general behavior and safety.

BE RESPECTFUL:

- *Only use empty space on white boards. Do not erase anything already written on the board.
- * When finished, erase & clean area of board you used.
- *Provide your own supplies (markers, paper, chalk, pencils, etc).
- *The teacher's desk is personal property and "off limits".
- *Computers in the room are "off limits".
- *No food or drink is allowed in carpeted areas of schools.
- *Do not disturb audio-visual equipment in the classroom.

BE OBSERVANT:

- *Note the condition and arrangement of the room prior to start of use. All groups shall leave the room in the same condition in which they found it. If you rearrange desks, tables, chairs, etc., return them to their original position after use.
- *Items in the room (computers, textbooks, posters, etc.) should be left alone and in their original location.

PLAN AHEAD:

- *Advance arrangements for audio-visual equipment must be made by contacting the facilities scheduler.
- *Use is limited to those areas of the building that are specifically approved and listed on your permit (including the nearest drinking fountain and restrooms). If you need additional space, arrangements must be made in advance by contacting the facilities scheduler.

CANCELLATION:

- *Notify the facilities scheduler of any cancellations at least three business days prior to scheduled use.

A custodian or building supervisor will be present throughout your use. If you need assistance, please contact them.