

# *Classroom Guidelines*

1. Usage limited to – student desks, student chairs, chalkboard, whiteboard, and rest room within the classroom (kindergarten areas) or rest room closest to the reserved room.
2. No one may use, touch, and/or consume any items that belong to the classroom, student, and/or the teacher.
3. After the activity, the classroom must be returned to its original condition.
4. The supervisor must remain until all participants have left and notify the custodian before leaving the building.
5. All groups must leave the facility by 10:00 PM. Each group must adhere to the hours for which they are assigned and may not extend the hours without approval from the Business Administrator.
6. Any organization that does not abide by the rules or causes damage to the facility may be subject to termination of the building usage.