

WELCOME TO TOWER HEIGHTS

BASIC INFORMATION FOR BUILDING USE

School related and PTO events take precedence over outside group activities.

If school is closed during regular session, then the building is not available for outside group use. This includes school closings due to holidays, winter and spring break weeks, and inclement weather days in some instances. If a school closing effects your regular schedule for building use, we can not guarantee to offer you an alternative date or time. Our building use calendar is booked to the limit. Please do not schedule an alternate date or time without contacting the Tower Heights office first.

The area that is reserved for your group's use is the ONLY area your participants and spectators may use. (i.e. if you have reserved the gym, your participants may not use the multi-purpose room (MPR) to warm-up or to use as a baby-sitting area for younger participants.)

Each group has a designated time to use the facility. All users MUST be out of the building at the specified time.

All children, participants and non-participants, must be supervised by an adult at all times. This includes all hallways, foyer, and parking areas. Items in the hallways or foyers are not to be touched or moved.

Ohio Revised Code prohibits smoking on school grounds. This includes the parking lots and gathering space outside the gym entrance.

The cafeteria tables should be set up and disassembled by adults only. There should be no one sitting on the tables or playing under them.

All trash should be cleaned up from the area after each group completes their activities.

Only non-marking athletic shoes (by both participants and coaches) are permitted on the gym floor.

No one is to sit on top of or climb on closed or partially opened bleachers.

Please use softer, indoor balls in both the MPR and gym. High kicks, throwing, or batting against walls is prohibited.

Do not place tape on the floors or walls.

There should be absolutely no food or drink in the gym. Participants in the activity may use water bottles.

Vending machines should not be tampered with or covered in any way.

Our evening custodians' regular duties include cleaning rooms and securing the building.

While they can assist your group in gaining access to your area, please do not ask or expect them to help with supervision. They also appreciate your help in keeping the areas neat as well. The custodians and other school employees should be treated with respect at all times.

Please retain this note as a reference whenever your group uses our facility. We encourage you to distribute this information to all supervisors to review guidelines with your participants. Thank you for helping us keep our building in good condition.

Tower Heights Middle School
434-0383

Clint Freese, Principal
Monica Benbow, Secretary