

### **Guidelines and Information for Weller Building Use**

1. Weller School events will take precedence over outside group activities.
2. The area that you have reserved for your group's use is the only area that your participants and spectators should use.
3. The custodians and other school employees still in the building should be treated with respect from all participants.
4. The stage areas and gym equipment should not be used at any time.
5. If the building is closed during the daytime sessions, then the building is not available for group use. This includes inclement weather and holidays.
6. Children should be supervised at all times.
7. Children should not be unattended in the hallways.
8. 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.
9. There should be no one sitting on top of or climbing on the closed bleachers in the gym area.
10. All trash should be cleaned up from the area after each group completes their activities.
11. Basketball hoops should be put back into the same position as they were found.
12. Do not place tape on the floors or walls.
13. Groups using the Gym should use the rear entrance of the building.
14. There are clearly marked Fire Exits in all areas of the building. Please familiarize yourself with these before using the facilities.
15. Make certain that you do not go over your scheduled time, since the custodians have cleaning in each of the areas to complete.

**Theresa L. Gum, Principal—Weller Elementary—885-3273**