

AKRON PUBLIC SCHOOLS
Business Affairs
FACILITY/SITE USAGE APPLICATION
PRINCIPAL/BUILDING MANAGER PERMIT

I hereby request the use of the specified building facilities for the date and hours listed below. If this request is granted, I understand and agree to the following conditions:

- Assume full responsibility for the building during the period requested--see that lights are turned off, water connections closed, and outside doors locked.
- Supply the necessary supervision to prevent damage or disturbance of school property.
- Guarantee the person in charge will be in attendance at the activity.
- Realize this request is granted without custodial service.

SECTION/AREA OF BUILDING	DATE OF ACTIVITY	HOURS
TYPE OF ACTIVITY	PERSON IN CHARGE OF ACTIVITY	
PRINCIPAL/BUILDING MANAGER SIGNATURE	FACILITY	DATE

(OVER)

Facilities will not be scheduled for activities **prior to 7:00 a.m. without approval of the Business Affairs Office**. No use of any school shall be scheduled after the hour of **7:00 p.m.** Monday through Friday unless a permit is issued by the Business Affairs Office or Principal. Any use of the building on **weekends or holidays must be a Principal/Building Manager Permit or a permit issued by the Business Affairs Office.**

PRINCIPAL/BUILDING MANAGER PERMIT

A. A Principal/Building Manager Permit is issued for a maximum of four (4) hours, and may be issued for the following purposes:

1. Athletic practices
2. Student music group practices
3. Drama practices
4. Forensics practice
5. Any adult group of 50 or less in attendance

B. 1. The principal or his/her designee shall assume full responsibility for the building during the period of the permit. He/she shall provide the necessary supervision to prevent damage or disturbance to school property.

2. The principal or his/her designee understands that a permit is granted without custodial service; he/she will not seek free custodial service for the period of the permit.

C. 1. **All activities shall be directly supervised by an adult.**

2. No pupil shall be left in charge of any activity. No pupil shall be permitted in any building until a principal or teacher has arrived and assumes the responsibility for pupils. Doors shall remain locked to pupils until the principal, or his/her designated representative in charge of the activity arrives.
 3. The principal/building manager or representative supervising the activity shall remain within the proximity of the activity area until all pupils have departed.
 4. If a student group is in the building without adult supervision, the custodian or his/her designee shall notify the principal or the Coordinator of Buildings & Grounds Services immediately concerning the lack of supervision. The custodian's or designee's work shift shall be extended by the amount of time determined by the arrival of supervision, or the clearance of the building.
 5. Free permits shall expire one-half (1/2) hour before the end of the last work shift and no later than 10:30 p.m.
 6. Supervisors of student practice shall remove all students from the area one-half (1/2) hour prior to the evening permits to allow the cleaning of the area.
- D. Areas used for Principal/Building Manager permits shall be cleaned once, daily, at the regular time, whenever possible.

Refreshments (light meals such as cold sandwiches, cookies, doughnuts, and beverages) may be served without custodial services. Permit holders must provide cleanup of the area.

Dinner served after 5:00 p.m., school days, to 50 or more participants shall required a paid permit.

Additional cleaning time requested, due to the permit, shall require that additional time be added at the end of the shift.

