



Opening and Closing Procedures for MPA

Thetford Elementary School
PO Box 182/2689 Route 113
Thetford, Vermont 05074

OPENING:

1. Entrance to facilities available ONLY from vestibule located at the rear of the building near the playground.
2. Make sure door is unlocked from outside of the building.
3. Turn on lights in hallway and boys and girls restrooms.
4. Use light key to turn on lights in the Multi-Purpose Annex.
5. Leave all snow/mud boots in the hallway.
6. No food or drink allowed in the MPA - (water only)

CLOSING:

1. Ensure all gym equipment is properly stored.
2. Dry any water spills with paper towels
3. Close any doors that may have been propped open
4. Turn off MPA lights.
5. Lock MPA door.
6. Check bathrooms for running water and untidiness
7. Close bathroom lights
8. Turn off hallway lights
9. Ensure all members of party have exited the building.
10. Close and lock vestibule door

Report any problems/damage to the Thetford Elementary Maintenance Department immediately.

Bruce Avery, Maintenance 802-698-3816/802-333-9671	Kevin Petrone, Principal 802-333-3764
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Waiver

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Enter date and times for requested use, including time allocated for setup and cleanup:

Date(s)	Entry Time	Exit Time	Representative on site

I, as the Representative of the Organization/User applying for Use of Facilities on the date(s) listed above, agree to comply with the rules, procedures and policies of the governing the use of school facilities, to take the utmost care of the school property, and to pay for any damages to or loss of school property arising from our use of the facilities.

_____ *Applicant Signature*

_____ *Date*