

Weare Middle School Facilities Use Checklist

Date: _____ Group name: _____

Leader's Name: _____ Phone: _____

Inspected by: _____ Phone: _____

Item	Pre-check	Post-check
Floors clean (swept/dry mopped as needed)		
Floors free of marks		
Walls free of marks		
Trash containers empty		
Trash liners in containers		
No spills, liquids or food on floors or fixtures		
Furniture/equipment in normal locations		
Doors secure		
No known hardware problems or damage		
Lights scoreboard turned off		
Bleachers retracted		
Facilities/custodial person present		
Use the space below for comments or to note any deficiencies or maintenance issues (pre-existing or post-activities):		

Signature _____

The purpose of this form is to ensure that all parties are adequately protected from charges or claims resulting from carelessness or abuse of the facilities. Groups using the facilities for extracurricular activities are expected to take care of the property, fixtures and equipment while engaged in their activity. All individuals who take part in the activities are expected to be supervised and accountable to the person who is conducting the activity. Reasonable efforts must be made to restore the room(s) or areas to the condition in which they were found. Charges for damage or cleaning expenses may be assessed to groups or individuals who have failed to take the necessary steps to correct (or prevent) such deficiencies.

Groups are expected to end activities at least ten minutes before the scheduled end time to allow time for cleanup and completion of this checklist. All participants and equipment, gear, etc. should be cleared from the area on time to allow other users to begin their activities without unnecessary delays.

This form is to be completed by the activity group leader. Upon completion, the form should be returned to the Facilities person or Custodian on duty. The left column is for a pre-check inspection and should be completed upon arrival (before commencing activities). Pre-existing conditions should be checked and noted in the comment area if needed. The right column should be completed before departing. A Facilities/Custodial person should be present when completing the form.

NOTE: Emergency exits are not to be propped open or opened to allow entry or exiting for any reason other than an actual emergency. All event participants are to enter and exit from doors specifically for that purpose.