

USE OF SCHOOL FACILITIES
REGIONAL SCHOOL UNIT # 22

_____ wishes to use the _____
Name of Organization Name of School

On _____ from _____ to _____
Date of event

For the purpose of _____

Person making request _____
Gymnasium _____
Cafeteria/Stage _____
Kitchen _____
Classroom _____
Other _____

Address _____

Phone numbers _____

Comments _____

_____ Date

_____ Building Principal's Signature

This request is approved _____ disapproved _____ with the following charges and/or

Stipulations: _____

Total cost: _____

_____ Signature of Superintendent of Schools

OFFICE USE

Invoice Sent _____ Fee paid _____ Initials _____
Date

RELEASE

In consideration of the use of premises of RSU #22, and specifically those as premises defined as:
_____ the undersigned, acting for or on behalf of (Name of Group/Organization,
Individual) _____ hereby releases RSU #22, its officers, directors, and employees
from any and all liability arising from, or associated with the existence of hazards of the buildings or premises,
including the ways immediately adjoining and parking lots, and any and all liability associated with the activities or
operations which are to be conducted by or on behalf of the above names individual, group, or organization.

NOTES: 1) Requesting organizations must obtain \$1,000,000 general liability insurance policy.
2) Please obtain certificate of insurance indicating policy coverage and stating that RSU #22 is an
additional insured regarding use of facilities by (organization) _____ for the purpose of
(event) _____ on (date) _____

_____ Date By: _____

Title: _____

LEROY H. SMITH SCHOOL
319 S. Main Street
Winterport, ME 04496

SCHOOL USE REQUIREMENTS

Welcome to Smith School! We are pleased to share our wonderful facility with you. The following points have been established for the use of our school. They **MUST** be adhered to.

- Upon entering school the night custodian must be alerted
- Children must be supervised at all times
- Tables and chairs must be requested before hand
- Only use areas that were selected on the "Use of School" form, NO other areas of the school should be accessed (except bathrooms)
- Check bathrooms and used areas for trash/mess before leaving
- Clean up all personal items
- NO staples are to be used in the walls
- Kitchen area and P.E. closet will be locked unless previous arrangements have been made
- Damage repair will be the responsibility of the borrower

Above all, ***BE RESPECTFUL!*** Our school is cleaned on Friday nights prior to the weekend. There will be NO custodian until the following school day. Our staff works very hard to keep our school in great condition, please return the borrowed space as you found it.

If you need a custodian for your event, it is the requesting organizations responsibility to pay for the service (unless otherwise decided by administration and organization).

Thank you,

Dawn Moore, Principal

Risk Management Procedure for Building Use

Important Building Contact Information (Order of Contact)

Name	Position	Home Number	Mobile Number
Stephanie Worster	Cook/Custodian	223-4292	949-0466
Pam Braley	Cook/Custodian		356-2815
Dick Moran	Custodian		615-7200
Steve Brown	Custodian		570-4408
Dawn Moore	Principal		944-7597

Injury/ Medical Event Procedure

If an injury occurs during an event, it is important to provide assistance to the injured person. This can be done by assigning tasks and designating jobs for the following:

- Keep other participants and spectators away from the scene
- Designated phone person:
 - *Call 911 or 338-2040 (Waldo County Sheriff Department)
 - It is best to use a cell phone. The caller using the cell phone will be able to move to wherever EMS asks you to go while still staying on the phone line. If cell phone is not available, use the black phone in the gymnasium office.
 - *Inform the 911 dispatcher of the injury/event
 - *Give the location of the event and the phone number calling from (319 S. Main St. Winterport)
 - *State the person's main complaint
 - *Answer and triage questions asked by the 911 operator
 - *Remain on the phone until operator hangs up
 - *Notify the building administrator if not already on site
- Automated External Defibrillator (AED)
 - *In the event of a cardiac emergency, the **AED is located outside of the gymnasium door in the hallway**

There is a phone located in the gym office on the shelf on the left side of the office. Select Line 1 or Line 2 and dial the number you need to call.

Risk Management Procedure for Building Use

If directed by Emergency Personnel or Smith School Staff:

Lockout

A lockout is used when there is a hazard or threat outside of the building:

- Return to the inside of the building
- Assign an adult to bring **only the people attending the event** into the building
- Ensure that all doors in the building are locked
- Take attendance
- Do business as usual

Lockdown

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and is necessary to prevent the perpetrator(s) from entering occupied areas. During Lockdown, everyone is to remain in the venue or designated locations at all times.

Once notified by an emergency responder or Smith School Staff, you may open the door. Do not open the door for anyone else.

- Adult in Charge:
- Remain calm and announce the following:
Lockdown! Lock, Lights, Out of Sight
 - Appoint another adult to check hallways and bathroom
 - Lock interior doors
 - Turn out the lights
 - Move away from sight
 - Do not open the door
 - Maintain silence
 - Take attendance

Evacuation

This action is taken after the decision is made that it is unsafe to remain in the venue.

- Adult in Charge:
- Announce Evacuate and unification site
 - Initiate the Fire Alarm if appropriate and necessary
 - Direct people to the safest exit route
 - Take attendance once at reunification site
 - Wait for emergency responder to clear the building before going back inside

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance

