



DEPARTMENT OF DEFENSE
 DEPENDENTS SCHOOLS
 HEIDELBERG MIDDLE SCHOOL
 OFFICE OF THE PRINCIPAL
 UNIT 29237
 APO AE 09102

April 2004

SUBJECT: Use of Heidelberg Middle School

Date Received: _____
 Contract filled in completely? _____
 Facility available in book? _____
 Training required? _____ Completed? _____

Approval is for the facility and tables or chairs only. Use of the kitchen requires scheduling and paying an authorized middle school Aafees employee. See administration to set up an appointment. Fill in all blanks completely.

1. Purpose of request/description of activity: _____
2. Activity/Group making request: _____
3. Approximate number of people that will be in attendance: Adults: _____ Students/Children: _____
4. Number of tables needed: _____
5. **Individual responsible** for key control, contract compliance, and supervision: _____
6. Address: _____ APO AE _____
7. **Telephone:** DSN: _____ Civilian: _____ Cell Phone: _____
8. Alternate **name** and **number** of responsible individual: _____
9. Facility/Room Requested: ___ MPR ___ Stage ___ Small Gym ___ Large Gym ___ Locker Rooms ___ (**Kitchen)
 ___ Bingo Machine (*See statement below) ___ Sound System (*See statement below) ___ Grill (*See statement below)
10. **Date(s) needed:** _____
11. **Hours needed** (include set up and clean up): _____
12. Key pick up: **MAIN OFFICE BEFORE 3:00 P.M.** **Date:** _____
 Key return: **MAIN OFFICE BEFORE 12:00 P.M.** **Date:** _____

 **If using the bingo machine, I agree to pick up, deliver, and maintain it with care. My organization will assist with the repair costs if it is damaged.

 Signature Required if using Bingo Machine

____ Machine is operational _____ 75 balls _____ 2 extension cords _____ chart board _____ 300 cards

 **If using the sound system, I agree not to take it out of the middle school. I will ensure it is returned with all components or I assume the responsibility for replacing the missing parts.

 Signature Required if using sound system

____ Machine is operational _____ Speaker _____ Microphone _____ Cord for mic _____ Cord for CD player _____ Cart

 **If using the grill, I agree not to take it off middle school grounds. I will ensure it is cleaned and returned with all components and locked or I assume the responsibility for replacing the missing parts.

 Signature Required if using grill

____ Grill _____ 2 Grate Tops _____ 2 Drawers for coals _____ Top Skirt _____ 2 Pull out Handles

Your request to use the facility/bingo machine/sound system/grill is approved denied

 Maria Buchwald, Assistant Principal

Read and sign the back of this form. Maintain a copy of this contract. Have this contract with you when you use our facility.

Expectations of Facility Use

- I, _____ accept responsibility for:
- a. Providing accurate contact information on this form and notifying the HMS Office of any changes in this schedule to include cancellation of this event. I will be courteous to the HMS office staff in all my dealings with securing the use of the facility.
 - b. Ensuring the entire building and all USERS are supervised by an adult at all times. Student supervisors are not acceptable. No students or adults are to enter the building until the adult supervisor is on duty. Siblings and younger children that are not enrolled in the activity (YS) are only allowed in the building if accompanied and supervised by their parent. Parents present at Youth Service activities and practices are expected to assist with supervision outside the immediate area of the supervisor/activity. Under no circumstance should children be running around unsupervised or in the main building beyond the double doors. All children will be supervised at all times.
 - c. Maintaining order while my activity is using the facilities. I will ask for assistance from other adults present at my activity. I will report problems/violations/trespassers to YS or the school.
 - d. Keeping all personnel in the area requested and ensuring the double doors leading into other parts of the building are secure.
 - e. Ensuring than no one interferes with the work of the custodial personnel.
 - f. Keeping all exit doors secured and designating a responsible person to prevent unauthorized personnel from entering the building. **I will physically test each door from the outside to ensure they are locked before leaving the building.**
 - g. Immediately reporting to school officials any damage of school property or any occurrences which take place while facility is in my care.
 - h. Returning the facility in as clean a condition as when accepted (or cleaner), to include 1) ensuring all bathrooms are clean, 2) trash inside and outside of the building will be moved to the garbage bins in back of building (extra garbage bags can be found at the bottom of the trash cans, and 3) sweep floor and pick up excess paper and trash. Be sure to check the exterior of the building.
 - i. Returning the key per prior agreement with the school. Re-keying locks when keys are lost or stolen.
 - j. Smoking is prohibited on school property.
 - k. The stage is off limits. Do not allow anyone on the stage unless previously arranged with office.
 - l. All participants are to use the bathrooms located next to room 131 (Band Room).
 - m. **DO NOT ATTEMPT TO MANUALLY OPEN OR CLOSE STAGE CURTAINS IN THE MULTI-PURPOSE ROOM. THEY ARE ELECTRONICALLY OPERATED. NOTIFY THE MAIN OFFICE IN ADVANCE IF THE CURTAINS ARE TO BE MOVED.**
 - n. If folding tables are used, you must lift them in the center before moving or they will scratch the floor. Exercise care with our floor!
 - o. Once my activity is approved, I will obtain and maintain a copy of this request.
 - p. ****Use of the kitchen requires an approved Aafees employee to be contracted in advance and paid \$16.50 per hour for supervision of the kitchen. Payment is required at the close of the event.**

I agree to the outlined conditions and expectations. If I fail to abide by the above conditions, I realize that my activity may forfeit the privilege of using any DoDDS facility in the future. If the students or adults in my care do not abide by the expectations, individuals or the organization may be excluded from the facility in the future. Upon my departure from this community, this contract is null and void.

This approval does not extend beyond June 20, 2005. Any school activity not yet scheduled will have priority over this request. To preclude a conflict of responsibilities, only one activity will be authorized use of the facility at one time. Priority for facility use is given to activities for children. Priority: HMS, HHS, YS, Girl Scouts, other activities that involve children, all other community organizations. Unless you have been given a copy of this contract, you must continue to check with the school secretary to ensure your event has been scheduled. A contract is required for all events involving all organizations.

Printed Name of Responsible Person

Signature of Responsible Person