

SCHOOL FACILITY USE APPROVED SUPERVISOR TRAINING LIST

Name:	
Address:	
Phone and Email:	

JHS Facilities Approved for:

- All JHS buildings and grounds
- South Gym
- North Gym and Cafeteria
- Classroom wing
- Grounds

Contact Phone Numbers

- Safety and Health emergencies: 911
- Jefferson County Sheriff: 225-3694
- Principal _____
- Activities Coordinator: _____

Training Areas

Security

- Access Codes/Keys
- Doors
- Alarms
- Gates, Barriers
- Fire escape and response plan
- Exits
- MSDS/Hazmat
- Emergency procedures and contact information
- Appropriate methods for dealing with individuals or groups that break rules

Facility Use Agreement and Rules and Regulations

Maintenance

- Supplies and Equipment location and use
- Heating/Cooling
- Lighting

Special Equipment

- Location and use
- Approval for use requirements
- Setup and take down

Additional Items

- Use/turn-in a sign-in sheet
- No foul language
- Locker rooms are to remain locked
- Clean gym shoes only
- No tobacco use or alcohol
- Middle school, elementary and younger kids must be accompanied by an adult

- Report all incidents to school administration including accidents or damage
- No dunking or hanging on rims
- No horseplay
- Make sure area is clean before leaving
- Check all doors to make sure they are locked.

1
2 By initialing below, Supervisor indicates that they understand and agree that when they are the
3 designated Supervisor for an event they must remain on duty and present in the facility for the
4 entire event including any setup or cleanup prior to or after the event.
5

6 _____Supervisor initials

7 Facility Use Supervisor training provided on _____ by: _____

8 Approved by:

9 _____

10 JHS Administrator (date)

11

12 Form History:

13 Promulgated on: October 24, 2011

14 Revised on: May14, 2013