Duanesburg Central School District

133 School Drive, Delanson, NY 12053

2012-13 School Year

Dear Community Members Using the District Buildings:

As a service to our community, we offer the use of our buildings for meetings and practices. We require that each agency complete a building use form for such events. Our number one priority is the safety of our students and all those who enter our building. We work very hard to establish clear expectations in regard to conduct to prevent possible accidents from occurring.

Due to recent misuse of the buildings and/or equipment, we felt the need to outline some important procedures regarding the use of the building.

1. Please make sure that your group follows the safety guidelines set by the school. Rules are posted in each room regarding the expectations for conduct.
2. Entrance doors are not allowed to be propped open for any length of time. The school needs to be kept secured and open doors are a safety hazard.
3. The building use form specifies which rooms will be used and the activities that will be taking place. You are not allowed to use rooms other than those specified (and approved) on the building use form. Students are not allowed to use equipment belonging to the school unless specified (and approved) on the building use form.
4. Students in the building after hours must be supervised at all times by an adult in the room designated on the building use form.

We appreciate your adherence to these guidelines when using our facilities. If you have any questions or concerns, please contact the building principal.

Sincerely,

Beth DeLuke	*Penny Hardenstine*	*Andrea Conover*
Beth DeLuke HS Principal	Penny Hardenstine MS Principal	Andrea Conover ES Principal

:kml, 8/29/12