

SUPPLEMENT A – Use of Facility Contract

Guidelines and Procedures for Dances held in the High School Cafeteria

In consideration of the use of Ephrata Area School District facilities, these guidelines and procedures are agreed upon by the requesting organization as follows:

- I. Custodial/Security and other related charges and damages shall be billed to the organization by the Ephrata Area School District.
 - A. BEFORE THE DANCE
 1. Fold tables and place on carts (no more than 15 tables on a cart).
 2. 4-6 tables are used by DJ, collection tables at doors, etc.
 3. Stack chairs by 4's and line them up between the cafeteria doors and the Art Room corridor gate. (**No more than 3 stacks wide due to fire regulations.**)
 4. Sweep cafeteria floor (if necessary).
 - B. AFTER DANCE
 1. Sweep floor.
 2. Mop any spills.
 3. Set up tables according to master plan.
 4. Put 4 chairs on each side of a table.
 5. Close windows.
 6. Double check cafeteria.
 7. Check bathrooms.
 - C. SECURITY
 1. Auxiliary police in parking lot – two (2) will be secured by the District.
 2. Chaperones (inside). Usually one (1) or two (2) at door during dance. Minimum of ten (10) required for the dance.
 3. Custodian on duty.
 4. Minimum of one (1) auxiliary policeman inside.
- II. Student attendance/admission criteria
The rules are:
 1. Must have identification
 2. Must be Ephrata High School Student. **NO** Ephrata Middle School students.
 3. Must be there by 9:00 p.m. unless prior permission has been given (i.e. student works until 9:30 p.m. or 10:00 p.m., school related activity like band competition or cheerleading competition).
 4. If you go to your car, you can't return to the dance (unless chaperoned).
- III. Use of Kitchen shall be considered separately.