

WOODLAWN

PREPARATORY SCHOOL

1450 Hwy 98 E
Columbia, MS 39429
(601)736-4122

Facilities Access Agreement

Woodlawn Preparatory School uses a door code access system as a security precaution to protect the staff and student body from intruders and the school property from loss or damage after school hours. We want to provide an opportunity for Woodlawn Church members to access the gym and school dining hall for regular organized athletics, church-sponsored social gatherings, and personal-use events scheduled through the church office. Individuals applying for an access code must meet certain requirements and follow the guidelines below. You will be required to sign this form acknowledging you have read and will comply with the school's facilities access procedures before being allowed a code. Individuals who do not comply with the guidelines will be at risk of having their access code revoked.

1. You must be a minimum of 16 years old and a Woodlawn Church member in good standing.
2. The code provided to you is for your use only. Each person must apply for their own code and sign an agreement form.
3. The building is first and foremost a school, please be respectful of school property, making sure that everything is put away that was taken out and ready for the next day's classes.
4. School events, church events, and personal activities scheduled on the church facilities calendar will supersede any other activity in the building.
5. If your code is used to access the facilities, you will be held responsible for any loss or damage occurring during that time. You are responsible for maintaining the cleanliness of the facility and responsible for the actions of children or other adults who use the facility with you.
6. You are **only** allowed permission to use the gymnasium, dining hall, and kitchen.
7. You are not allowed permission to use the front desk or school office supplies.
8. You are not allowed permission to use the upper walkway, first or second floor school hallways, or classrooms.
9. You are not allowed permission to use the daycare dining hall or daycare classroom off the gym.
10. You are not allowed to use any disposable dinnerware stored in the kitchen. These are purchased by school parents for school use only. You are not allowed to take any food supplies from the kitchen. Eat only what you bring. If you use the kitchen for any reason, you must put all items back where they belong, with all dishes washed and areas cleaned.

11. You must dispose of all the trash acquired from your activity. Make sure that all trash is taken out to the dumpster and the trash cans have a new trash bag.
12. You must sweep the gym and dining room floors of any debris accumulated from your activity and mop up any liquid spills. You must wipe down tabletops and counters.
13. You must take all your belongings with you. Before leaving, check your surroundings to make sure that your things, as well as any children's items under your supervision, are taken home with you.
14. Turn off gym lights using the toggle switch panel by the entrance to the dining hall. Please only leave the lower track lights on. Turn off all foyer, dining hall, and kitchen lights.
15. Turn the AC thermostat in the kitchen to Off. Reset the AC thermostats in the gym, dining hall, and foyer to Schedule.
16. Make sure the school door is securely shut when leaving the premises. Also, make sure the back gym door is locked before leaving whether you used it or not.

I have read the Facilities Access Agreement above and agree to comply with it as stated. I also understand that a violation of this agreement may constitute me not having future access to the facilities for a limited period.

USER SIGNATURE: _____ DATE: _____

I request a: (Check one)

Permanent Code for Regular Use

Access Monday - Friday from 6:00pm-10:00pm
 Saturday from 8:00am-10:00pm
 Sunday from 12:00pm-10:00pm

Temporary Access for a Special Event

Event Hours: Access needed from _____ to _____
 Event Date: _____

Event must take place between Monday through Friday from 6:00pm-10:00pm, Saturday from 8:00am-10:00pm or Sunday from 12:00pm-10:00pm.

I request the following 4 digit code for security door access: _____

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- If your code is used to access the facilities, you will be held responsible for any loss or damage occurring during that time. You are responsible for maintaining the cleanliness of the facility and responsible for the actions of children or other adults who use the facility with you.
- You are **only** allowed permission to use the gymnasium, dining hall, and kitchen.
- You are **not** allowed permission to use the front desk or school office supplies, the upper walkway, first or second floor school hallways, classrooms, the daycare dining hall, or daycare classroom off the gym.
- You are **not** allowed to use any disposable dinnerware stored in the kitchen. These are purchased by school parents for school use only. You are not allowed to take any food supplies from the kitchen. Eat only what you bring. If you use the kitchen for any reason, you must put all items back where they belong, with all dishes washed and areas cleaned.
- You must dispose of all the trash acquired from your activity. Make sure that all trash is taken out to the dumpster and the trash cans have a new trash bag.
- You must sweep the gym and dining room floors of any debris accumulated from your activity and mop up any liquid spills. You must wipe down tabletops and counters.
- You must take all your belongings with you. Before leaving, check your surroundings to make sure that your things, as well as any children's items under your supervision, are taken home with you.
- Turn off gym lights using the toggle switch panel by the entrance to the dining hall. Please only leave the lower track lights on. Turn off all foyer, dining hall, and kitchen lights.
- Turn the AC thermostat in the kitchen to Off. Reset the AC thermostats in the gym, dining hall, and foyer to Schedule.
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