



SITE SUPERVISOR'S REPORT

Time Site Supervisor entered the building:	Time Site Supervisor left the building:
Time group entered the building:	Time group left the building:
Was the facility left as it was found? Yes / No If no, list items below.	
Items Needing Repair (include reason)	Items Needing Cleaning (include reason)
<input type="checkbox"/> All lights have been turned off <input type="checkbox"/> All participants in group are out of the building <input type="checkbox"/> All doors are shut completely and locked	
Did the individuals in the group show respect for Chapel Hill Academy property? Yes / No If no, explain.	
Did the group abide by the guidelines listed on the application? Yes / No If no, state the number of the guideline not followed and give explanation.	
Guideline #	Explanation
Other comments:	
Name (please print):	
Signature:	Date:

Please return this form to the Receptionist immediately following event.

**IMPORTANT NOTE ~ IF YOU HAVE QUESTIONS OR CONCERNS ABOUT THE FACILITY DURING TIME OF USE, PLEASE CONTACT ONE OF THE NUMBERS BELOW:
 Facilities Manager – 952-233-0125
 Administrator of Academic Affairs – 952-949-2674
 Office Manager – 612-281-8850**

SITE SUPERVISOR RESPONSIBILITIES

1. The building will be opened by the Site Supervisor no earlier than the start time stated on this form.
2. The Site Supervisor is responsible for getting keys from the Receptionist the day before or day of the event.
3. **REQUIRED: The Site Supervisor MUST be the first one of the group in the building and MUST be the last one to leave.**
4. Facility is to be left as it was found. Any repair or clean-up will be noted by the Site Supervisor and billed to your organization at cost.
5. The use or practice of the following is not permitted:
 - a. Alcoholic beverages
 - b. Music having offensive language, profanity or a message that dishonors God.
 - c. Narcotics
 - d. Smoking
 - e. Dancing
 - f. Gambling
 - g. Swearing
 - h. Or, any other questionable practice
6. Gym use: All players and coaches are to wear **clean gym-use-only gym shoes** on the wood floor.
7. Decorating Guidelines: No nails, tacks, tape, or any other adhesive product may be used on painted surfaces. The use of free-standing decorative items, e.g. balloon bouquets, artificial plants, etc. is requested.
8. All decorations and belongings must be removed from the building immediately following the event.
9. Parking lot: Please **DO NOT** park on grassy surfaces.
10. Only those rooms requested and approved for use are to be used.

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