

Tyee Middle School Building Use Guidelines

Welcome to Tyee, below are guidelines we ask everyone to follow to ensure the teachers classroom is ready for school when they return.

Please respect the space you are using and leave the room clean and orderly.

- You will need to provide your own school supplies for your activities (this includes, pens, pencils, paper, whiteboard markers, sharpie, etc) and take them with you when you leave.
- If you need to move table please take a photo so they can be put back in the order you found them.
- Refrain from using computers and microphone system.
- Refrain from erasing teachers work on whiteboards.
- Refrain from moving teachers work on their desk.
- No food or drinks in classrooms, library or gyms, water is allowed.

These are items to be aware of when checking out. Please use the checkout sheet listed on the back.

- Tables will need to be cleaned/cleared of all materials and markings
- Desks and chairs put back where they were found
- White board cleaned if used
- Trash removed from desk and floors placed in trash bin

Additional information:

Main entrance doors will be unlocked 15 minutes prior your scheduled start time and must lock up during your stay in the building. Please designate a person to open doors for late arrival and do not prop any door open. Failure to adhere this safety will result of termination of your contract.

Please do not open door for anyone that doesn't belong to your group, even though they just want to use the bathroom. (there is a Honey Bucket right outside by the baseball field)

If you have questions or concerns, please email Carmen Pong pong@bsd405.org or call 425-456-6846. Please make sure to notify us if you require a schedule change.

Tyee Middle School Building Use Checkout

Today's Date: _____

Rooms Used (please list all rooms): _____

Checkout:

- ☐ Tables cleaned/cleared of all materials and markings
- ☐ Desks and chairs put back where they were found
- ☐ White board cleaned if used
- ☐ Trash from desk and floors placed in trash bin