

To: All Tyee Facilities Renters  
From: Tyee Middle School  
Re: Safety rules

Safety is our primary concern. We hope that all users enjoy using our facilities while adhering to these simple guidelines and rules.

The doors will open 15 minutes before your scheduled time and 15 minutes before the end of your scheduled time. All doors must be locked during the time you are in the building, no exceptions. If someone from your group is late, they will need to contact the responsible party from your group to let them in. DO NOT prop the doors open or let anyone that you don't know enter the building. We care about everyone's safety; please help us to reinforce these rules. Also be advised that we will be unlocking only the doors closest to your rental location. If you are renting our gym, the rear doors by the back parking lot will be the doors unlocked. If you are using our commons or our classrooms, the front doors will be unlocked.

Please be mindful when you are in a classroom i.e. bring in your own supplies for classes and activities, keep the teacher's notes/writing on white boards if there is any, and put furniture back in place where it was.

Thank you so much for your attention to these guidelines and rules. This will keep Tyee a safe community space to use. If you have any questions, please contact Carmen Pong, Tyee Main Office, 425.456.6800 during school hours.