ACME SCHOOL • COMMUNITY-USE FACILITY RENTAL

School Year Cycle: July 1 – June 30

WALK-THROUGH ORIENTATION WITH ALARM CODE & SIGN-OFF CHECKLIST

1. RENTAL & HIRER INFORMATION

Renter / Organization Name			
Primary Responsible Contact		**Phone Number**	
Email Address			
School Representative (Orientator)			
Walk-Through Date		**Time**	
Orientation Validity Term	**Valid until June 30, 20___** (Requires annual renewal each school year)		

2. ACCESS, KEYS & ALARM SYSTEM POLICIES

(Renter must initial each item below)

[ ] **Walk-Through Prerequisite:** Swipe cards, rental keys (if required), and building alarm disarm codes will **only** be released once this orientation is fully completed and signed.

[ ] **Swipe Card & Key Issuance:** Renters will be issued a programmatically activated swipe card for facility entry and a physical rental key (if required for interior doors) following the walk-through.

[ ] **Card Activation Window:** Swipe cards are programmatically activated **strictly during confirmed booking hours**. Cards will not grant entry outside reserved booking times.

[ ] **Alarm Code & System Protocol:** Renters will be provided a unique alarm code and shown how to disarm the school upon arrival and properly arm/secure the facility upon departure.

[ ] **Mandatory Return:** Swipe cards and physical keys **must** be returned promptly at the end of the booking session or rental contract period as instructed by school administration.

[ ] **Replacement Fee & False Alarms:** Failure to return keys/cards, or improper arming resulting in security dispatch, will incur replacement fees or security callout charges billed to the hirer.

[ ] **Annual Validity (July 1 – June 30):** Repeat or ongoing bookings require an annual walk-through renewal each school year, or as requested by school administration if procedures change.

3. ORIENTATION & WALK-THROUGH CHECKLIST

(School representative and hirer review together)

A. ENTRY, EXIT & ALARM SYSTEM PROCEDURES

[ ] **Swipe Card Reader & Key Usage:** Tested swipe card on main entrance electronic reader; reviewed physical keys for interior door access (if issued).

[ ] **Alarm Disarm / Arm Operation:** Shown security keypad location; reviewed disarming code procedure upon arrival and exact steps to fully arm/secure the school upon departure.

[ ] **Door Security:** Instructions on ensuring perimeter doors latch properly, lock securely, and are **never propped open unattended** during rental hours.

B. EMERGENCY & SAFETY SYSTEMS

[ ] **Emergency Exits:** Walked primary and secondary emergency exit routes and designated exterior gathering locations.

3. ORIENTATION CHECKLIST (CONTINUED)

Review each item upon physical walk-through

C. CUSTODIAL SUPPLIES & SPILL CLEANUPS

- [ ] **Custodial Supply Location:** Identified location of the designated rental custodial closet/cabinet.
- [ ] **Minor Spill Response:** Reviewed equipment available for small spill cleanups (broom, dustpan, mop, bucket, absorbent materials, paper towels).
- [ ] **Trash & Recycling Management:** Review of trash bin locations, extra bags, and placement of tied bags in exterior dumpsters/recycling bins.

D. EQUIPMENT & A/V ORIENTATION

- [ ] **A/V Systems:** Operation of lighting controls, sound board/amplifier, microphones, projection screen, projector, and HDMI input panels.
- [ ] **Furniture & Setup:** Location of tables, chairs, or sports equipment; review of proper setup, breakdown, cleaning products, and storage.
- [ ] **Restricted Areas:** Clear identification of off-limit areas (e.g., classrooms, staff rooms, administrative offices, specialized storage).

4. POST-BOOKING RESPONSIBILITIES (HIRER DEPARTURE)

Prior to leaving the facility, the hirer agrees to complete all departure tasks below:

1. **Space Reset:** Return all tables, chairs, and facility equipment to their original positions.
2. **Cleanliness:** Clean minor spills, sweep floors if needed, and bag all trash and recycling.
3. **Utilities & A/V:** Turn off all A/V systems, projectors, and interior room/hallway lights.
4. **Alarm & Security Check:** Verify exterior doors/windows are locked, and **arm the building alarm system** using the provided alarm code before exiting.
5. **Key & Card Return:** Ensure swipe card and physical rental keys are safely retained or returned per school administrative guidelines.

5. ACKNOWLEDGMENT & SIGN-OFF

RENTER REPRESENTATIVE STATEMENT

"I confirm that I have received the complete facility orientation for Acme School. I understand and agree to abide by all facility rules, emergency protocols, swipe card access guidelines, building alarm code procedures, cleanup expectations, and key/card return policies. I understand that failure to arm the building or return access items will result in replacement charges or security callout fees."

SCHOOL REPRESENTATIVE STATEMENT

"I confirm that the renter named below has successfully completed the facility walk-through orientation, including swipe card testing, alarm arming/disarming procedures, A/V systems, custodial supply locations, and safety protocols."

RENTER REPRESENTATIVE SIGN-OFF

Signature: _____

Printed Name: _____

Date: _____

SCHOOL REPRESENTATIVE SIGN-OFF

Signature: _____

Printed Name & Title: _____

Date: _____