

Bay-Lakes Council

Boy Scouts of America

To: Cubmasters, Scoutmasters and Post Advisors who hold meetings at Green Bay Public Schools.

From: Bay-Lakes Council, BSA

RE: **PROCEDURES FOR USE OF PUBLIC SCHOOL FACILITIES**

This year we are attempting to set up use of school meeting schedules prior to school starting as the district has done in the past. We feel schedules arranged now will give us a head start for the upcoming Scouting year in September. You will be all set to swing into your fall meeting schedules.

1. Prepare a list of the nights throughout the school year where you want to use a specific school. Your chances are better for the date of your choice if you request the same dates as last year.
2. **SEND LIST THE BAY-LAKES NORTH SCOUT SHOP, 1230 E. MAIN STREET, GREEN BAY, WI 54302. WE URGE YOU TO DO THIS IMMEDIATELY.**
3. The list will be submitted to the Board of Education for approval and kept on file at the Green Bay Scout Shop.
4. The Board will notify principals of schools. If a date is not available you will be called to see if another date can be arranged. School activities and school related programs have priority for building use.
5. It is understood that the building custodian is to arrive 15 minutes prior to your meeting and has 15 minutes after the meeting to close up the building. NO youth members are to enter the building until the leader arrives.
6. If you find it necessary to CANCEL A MEETING, call the City School Office at (920) 448-2180. The secretary will notify the school and cancel the custodian's opening arrangement. If you are too late for that, please notify the custodian directly.
7. Unless you specifically request to have it turned up, the heat will be left at an overnight level for Boy Scout meetings, since the boys are active and do not need the extra heat.
8. Cub Scout packs will be allowed up to TWO (2) HOURS for their meetings and Boy Scout troops, and Explorer Posts will be allowed ONE AND ONE HALF (1½) HOURS for their meetings. The custodian's 15 minutes before and after the meeting are in addition to the above-allotted time.
9. It is important to realize that if any of the outlined processes are not followed the Green Bay School District will bill your unit for the use of their facilities whether you use them or not.

**Please DO NOT mail the form to the Green Bay Public Schools. Return the form ASAP to: Bay-Lakes North Scout Shop at 1230 E Main St., Green Bay, WI 54302. Phone: (920) 438-3999**

### MEETING SCHEDULE

Pack # \_\_\_\_\_ Troop # \_\_\_\_\_ Post # \_\_\_\_\_

Request the use of the \_\_\_\_\_ school for the following meetings.

PLEASE INDICATE DATES FOR EACH MONTH AND FACILITY REQUESTED:

Classroom:	Gym:	Other:	
September	_____	_____	_____
October	_____	_____	_____
November	_____	_____	_____
December	_____	_____	_____
January	_____	_____	_____
February	_____	_____	_____
March	_____	_____	_____
April	_____	_____	_____
May	_____	_____	_____
June	_____	_____	_____

All meetings will begin at \_\_\_\_\_ PM and end at \_\_\_\_\_ PM unless otherwise indicated.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**SCHOOL FACILITIES CANNOT BE USED UNLESS WE HAVE APPROVAL FROM THE BOARD OF EDUCATION.**

Mail To: Bay-Lakes North Scout Shop  
1230 E Main St  
Green Bay, WI 54302