**The Capitol School Facility Usage Guideline**

1. CST paid our classroom sponsor (The Capitol School) utility fee of $800.00 per semester. This fee covers: use of the tables, chairs, white boards of the elementary school building of the Capitol School, none of which could be removed from the classrooms.

Please pay close attention that:

* Rental does not include the use of any electronic devices in the classroom.
* Rental also does not include the use of the Capitol Park, which is a PARA property. Our parent and students are welcomed to enjoy the Capitol Park, but need to be aware of safety issues. There is no fence for the Capitol Park; therefore parents need to watch students’ recess during the break time. We suggest no climbing of the Capitol ruins and no playing behind the ruins because we cannot see you. Students are encouraged not to pet dogs and talk to strangers in the park.
1. CST strongly recommends parents to encourage their children to respect the historic buildings of the Capitol School. We encourage all the students to do basic cleaning of their classrooms and restrooms after each class. If severe damage occurs, the responsible family will be paying for the damage.
2. The Capitol School is a **non-smoking** facility. Smoking is not permitted in the building.
3. **No alcohol** in the Capitol School or Capitol Park.
4. No staples, tacks or tape may be used to secure decorations to the walls in the building or on the porches.
5. **NO** matches, candles and lighters are allowed in the Capitol School buildings, precautions against fire must be taken.
6. Parents should stay around the Chinese School class or activity location during Chinese school time.  This regulation is for safety purpose in the event of severe weather or other emergencies. In case of emergency, parents are responsible for the injuries or losses that their child/children may sustain or incur. *The Capitol School does not have a basement shelter. Chinese school classes will be cancelled if we have severe weather warnings on that day, the cancelling notice will be released through Email and WeChat ahead of time. If tornado warnings are released during the Chinese school time, parents need to pick up their children and transport them to safety immediately.*

 By signing below, I indicate that I have read the Capitol School Facility Usage Guideline and will comply with all the provisions of the policy for use of the facilities.

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PRINT STUDENT(S)’ NAME PRINT PARENT OR LEGAL GUARDIAN’S NAME

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Signature (parent or legal guardian) Date