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## Community Consolidated School District 15



Marion Jordan School  
100 N. Harrison Street  
Palatine, IL 60067-0913

Jennifer Grosch  
Principal

(847) 963-5500 • Fax (847) 963-5506  
[www.ccsd15.net](http://www.ccsd15.net)



Dear Building Use Applicant:

In order to provide security for groups using the building outside of school hours, **please**:

- Enter and exit through the main entrance (north door, **NOT** gym side door). A custodian will open the door for the adult supervisor prior to the activity.
- Have an adult supervisor remain at the door until all members of the group have arrived.
- Do not put any items in the door to block it open. The doors must remain locked at all times.
- Make sure that once your group has entered the building, all participants stay in the assigned area. An adult supervisor should accompany any child that needs to leave the assigned area.
- Have all coaches and group leaders inform parents of exclusion dates so that children are not dropped off on evenings when there is no activity.
- Sign the building use form provided by the custodian on duty.

In order to help maintain the building, **please do not**:

- Bounce or pass balls in the hallway
- Bring food and/or beverages into the lobby, hallways or gymnasium
- Bring chairs of any type into the gymnasium

We hope that your group activity is enjoyable. If there is anything we can do to assist you, please let us know.

Sincerely,

Jenny Grosch, Principal  
Joanna Shostachuk, Assistant Principal