**Room Guidelines**

No flammable material (paper, plastic, fabric, etc.) within 18” from the ceiling, or within 3’ around the exit door.

No more than 50% of any wall can be covered or decorated.

Clear access to the exit door, don’t place something near the door that could tip over and block the exit.

No Fabric Furniture

No microwaves in classrooms

No Styrofoam.

**Trailer Guidelines**

No flammable material (paper, Plastic, fabric, etc.) within 24” from the ceiling or within 3’ around the exit door.

No more than 20% of any wall can be covered or decorated.

No microwaves in classrooms.

No Styrofoam.

**General Info**

Please don’t put rocks in any door to hold it open, (rodents enter the building).

Please don’t park on sidewalks or red zones.

We do have an alarm system. Please be out of the building by 9:30pm and you may return by 6:00am

If you would like your room to be vacuumed stack your chairs on W, F. This will allow us better access to vacuum rooms.

Please have students pick up anything that will not fit into a vacuum (paper, pencils, pens, etc.)

If your room is not getting cleaned properly, please let me know.

Please fill out an assembly and events form for all events.

Thanks for helping us keep Black Ridge looking great.