

VIRGINIA SCHOLASTIC CHESS ASSOCIATION  
Richmond, VA

To: Teams Using Rooms for the VA State Scholastic Chess Championships

**SUBJECT: Team Room Agreement and Responsibilities**

This document prescribes procedures that must be followed at all times in your team's assigned Team Room at the 2015 VA Scholastic Chess Championships. Violations of these are grounds for a team to lose their room and not receive a refund. Use of the room(s) is a privilege, it is not a right. The rooms belong to the High School, not to you or your team.

***10 Team Room Rules to follow:***

1. **Responsibility.** A responsible Adult must sign this form before the room will be released to a team for use.
2. **Supervision.** Students below high school age must be supervised by an adult in the team room.
3. **Room Floor Plan:** If you move any furniture in the room you MUST restore it to the same position when you leave the room. We strongly recommend you take a few pictures of the room prior to moving furniture so you have a record of the "pre-tournament layout" of the desks and chairs to make it easier for you to restore things to their place.
4. **Classroom Equipment:** You may NOT use any of the teacher's supplies or equipment. This includes, but is not limited to, pencils and pens, dry-erase markers, paper, tissue paper, trash bags, staplers, erasers, paper, etc. Many of these items were purchased BY THE TEACHERS.
5. **Dry-erase Boards and Markers:** If you want to use the Dry Erase Boards to keep track of your team's performance and make "team notes", this is OK ... AS LONG AS YOU DO NOT ERASE ANY NOTES OR INFORMATION ALREADY ON THE BOARDS. You MUST use your own non-permanent dry erase markers and erasers—not the school's. Do not remove any items the teacher has affixed to the dry erase boards.
6. **Information Technology / Audio-visual Equipment / Projectors:** You may not use any of these items that are part of the room. Do not attach your laptop to the printer, and do not try to use the computers in the classroom. If there is a television in the room, DO NOT USE IT. If you want to use a Projector, you must use your own, to include the projection screen.
7. **Food & Drink:** These are allowed in the room, within reason. DO NOT place these items on the Teacher's Desk or in some other area where a spill can damage school property or the Teacher's own equipment. Please bring several large trash bags to hold used food and drink containers and other trash. When a trash bag is full, place it outside the team room for the custodial staff.
8. **If an Accident Occurs:** If an accident occurs in your room—e.g. a drink spills, a player gets sick, etc.—please notify the Tournament Director Room located near the Gym, or the Custodian if you see him or her in your area. You may also notify Barry Keith, Monticello's chess club representative.
9. **Your Property:** Although the school is a secure facility that is locked at night, DO NOT leave your team's valuable items in the classroom overnight. If you have concerns about something of yours being stolen, then don't leave it in the room overnight. Monticello High School or the VA Scholastic Chess Association are not responsible for items you leave in the room.
10. **School Facilities:** Ensure all players know to stay out of areas where they do not belong. An unlocked door does NOT mean "it is OK" to use that room or to be in that room.

***I understand the terms of using this/these Team Room(s). I will ensure all Adults and Players are aware of the rules for using our room.***

Printed Name of Responsible Adult: \_\_\_\_\_, Cell Phone: \_\_\_\_\_

Signature of Responsible Adult: \_\_\_\_\_