



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

BUILDING RESPONSIBILITY AFTER HOURS | 5008.5

The following guidelines are provided in order to effectively control the responsibility for school building use outside of regularly scheduled hours for two types of events.

Large Student Gatherings (Sporting events, theater events, competitions)

When these events involve large gatherings of students (ie, sporting events), school administrators are responsible for arranging administrative coverage for the building. In addition, there must be custodial coverage to ensure the building is secured/unsecured properly, and maintained in an acceptable manner. Custodial coverage cost may be billed to the school budget.

Small Student Gatherings (Arriving for a field trip, small club activity, outside practice, etc.)

A principal may authorize the use of the building **WITHOUT** custodial coverage as long as the use is not expected to generate a need for cleaning. The use shall not generate significant additional work for custodial staff during their scheduled shifts.

In addition, the principal is responsible for opening and closing the building and ensuring the safety of the activity. The principal may designate this responsibility to a building level supervisory employee who must remain on site for the duration of the activity. At all times, there must be at least two employees in the building.

Building principals are responsible for providing to the Directors of Schools' office a list of employees they may designate to be responsible for these activities. These employees are the **ONLY** employees who will be given alarm codes, and ID Badge access to unlock doors after hours. These employees shall use ID Badges to access the building rather than master keys. At **NO TIME** should master keys be provided to anyone for building access. The building budget is responsible for any costs associated with alarms, excess cleaning, etc. that are a result of building use without custodial coverage.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.