

Community Relations

Assignment of Personnel to Cover School Events/Activities

The Superintendent of Schools or his/her agent shall administer the assignment of personnel to any event or activity. The person(s) assigned to the following positions in the service of the Board shall be required to:

1. Security and/or Custodial Officer

- A. Assist members of groups using school facilities in the placement and arrangement of furniture and equipment. This requirement includes returning the same furniture and equipment to its normal place or station at the conclusion of the meeting or activity.
- B. Secure the building at the conclusion of the meeting or activity.
- C. Care for any type of housekeeping function deemed necessary to assure the use of said facility the following morning.
- D. Provide any other specific requirement deemed appropriate for the particular activity.

2. Light Panel Supervisor, Light and Stage Assistants, Projectionist

Perform duties as outlined by the assigning administrator.

3. Cafeteria Assistant

Perform duties normally expected of a person assigned to prepare and/or operate equipment in the service of the Board. It should be understood that the person assigned shall be required to thoroughly clean all equipment during the course of any activity.

Allocation of Expenses

When two or more groups are permitted the use of any school facility, the cost of security and/or custodial services shall be assessed between the receipt and charged to each certain facilities as outlined under **Fees**.

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Assignment of Personnel to Cover School Events/Activities (continued)

Payment of Charges

Bills must be paid within fifteen (15) days from the date of the invoice rendered by the School Department.

Insurance

Any group granted permission to use a school facility must furnish a certificate of insurance covering such event including participants, guests, products and equipment and in amounts deemed adequate by the Superintendent of Schools.