

Instructions to Coaches and Advisors Using School Facilities Outside Normal School Hours

1. You are being given a security code/key and/or swipe card solely for the purpose of conducting _____ . You can not use the building for any purpose other than the above stated reason.
2. In order to retain this privilege, the following instructions must be adhered to:
 - a. accessing **Jonathan Law** facility: through the Custodian/Loading Dock entrance
accessing **Foran** facility: front Pool entrance
 - b. All coaches/advisors are to sign in on the log sheet on the clipboard provided at each of these entrances. You're to include your name, date and time in/out. The coach who opens up the facility is responsible to touch base with any coach who arrives at a later or overlapping time to communicate who will be locking up the facility at the end of that day.
 - c. It is your responsibility that during your time in the building you will have a cell phone/phone communication available to you/staff. Use of your own personal cell phone is sufficient; however, should you not have the use of a cell phone, you may use one of the designated school phones in the building.
 - d. Inspect the facility before your group begins practice/activities for any obvious issues such as vandalism, etc. At the end of all practices and activities, coaches/advisors will ensure the facility is clean (bathrooms, drinking bottles discarded, etc.) and will also do a visual check of the facility to be sure all students and adults have left the building and are not wandering the halls or are in restricted areas of the building.
 - e. It is also your responsibility to fully supervise not only the students, but the adults in the facility.
 - f. The last coach/advisor leaving the building is to "code out" with their Sonitrol card. Should the alarm fail to set, Sonitrol is to be contacted for assistance.

I understand and agree to the above outlined requirements. I will follow all procedures stipulated in **MTC-P009-USE OF FACILITIES BY COACHES AND ADVISORS**. I also understand that I can/will lose further privileges should I fail to follow the set guidelines.

Signature of Coach/Advisor : _____

Cell phone #: _____

Home phone #: _____

Date: _____

I _____ have issued Sonitrol card # _____, and/or key(s) to the
Principal or Designee
above named person on _____
date