
USE OF FACILITIES BY COACHES and ADVISORS
(MTC-P009)
Milford Public School District

1.0 SCOPE:

- 1.1 This outlines the security process to be used by coaches/advisors utilizing school buildings for their sporting practices or activities when school custodians are not present.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Superintendent of Schools

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 Designee: Assistant Principal or Athletic Director

5.0 PROCEDURE:

- 5.1 Principal or Designee authorizes Use of Building form #MTC-F004

- 5.2 Issuance of keys and security codes

- 5.2.1 Instructions regarding all aspects of keys, swipe cards and/or security codes will be distributed to the coaches/advisors prior to their receiving the keys, swipe cards and/or security codes to the building.

- 5.2.2 The Principal or Designee from each high school will issue the keys and security codes to the respective Head Coaches/Advisors and their assistants at the beginning of each season and retain current records.

- 5.2.3 The Principal or Designee will inform and coordinate with Sonitrol and the Maintenance Department any and all changes made with coaches/advisors regarding keys/codes as they occur.

- 5.2.4 Copies of the completed/signed "Instruction to Coaches and Advisors Using School Facilities Outside Normal School Hours" form (MTC-F009) by coach/advisor will be given to Principal or Designee and the Maintenance Department indicating their understanding/commitment to following guidelines for usage of the building.

- 5.3 Telephone communications

- 5.3.1 Phones will be kept in a designated area to be used by the coaches/advisors for emergencies, fire and police calls only.

- 5.3.2 Students will not be allowed access to these phones for personal use; i.e.: rides home, late running practices, etc.

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5.4 Sonitrol will provide/monitor security pads in designated areas for entrance/exits for the authorized coaches/advisors.

5.4.1 Inspect the building before your group begins practice/activities for obvious signs of vandalism, etc.

5.4.2 Should vandalism or other damage be noticed, make very specific notes and submit to building principal.

5.4.3 Sonitrol will provide a monthly report to the Custodial Supervisor for his review to ensure only authorized personnel/coaches are entering the building during specific times.

5.5 Sign-in at the designated area upon entering the facility. A box containing a sign-in log (MTC-F010) will be provided. The sign-in log sheets and box will be maintained by the building administrator.

5.5.1 It will be decided which coach/advisor will be locking up and securing the building should there be more than one coach/advisor present.

5.6 It will be the coach's/advisor's responsibility to be at the facility on time to allow entrance to the students into the school through the designated location.

5.7 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 have left the building and are not wandering the halls or are in restricted areas of the building.

5.7.1 Failure to follow step 5.7 will result in the loss of future privileges to use facilities on weekends or evenings when facilities are closed.

5.8 Upon inspection that the building is clean and all students/adults have left, secure the building via Sonitrol.

5.8.1 Should alarm fail to set, call Sonitrol for assistance.

5.9 New cards are to be ordered and issued through the Maintenance Department. Only the principal or designee can authorize who may have a card.

6.0 ASSOCIATED DOCUMENTS:

7.1 MTC-F004 Use of Building

7.2 MTC-F009 Instructions to Coaches and Advisors Using School Facilities Outside Normal School Hours

7.3 MTC-F010 Coaches/Advisors Sign-In Log

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7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|---|------------------|--------------------|---------------------|
| MTC-F004 | Maintenance office | One school year | Shred | Locked file cabinet |
| MTC-F009 | Advisors: Principals' office Coaches: Athletic Directors' office | One school year | Shred | Locked file cabinet |
| MTC-F010 | Maintenance office | One school year | Shred | Locked file cabinet |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Revision #:</u> | <u>Description of Revision:</u> |
|--------------|--------------------|---------------------------------|
| 01/24/2006 | A | Initial Release |

***** End of Procedure*****

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