

## Commodore Perry Building Use Procedures

In order to reduce risks and make the Commodore Perry Schools as safe as possible, the following procedures have been established by the Board of Directors:

1. Community members may participate in the Commodore Perry Fitness activity group to provide access to the halls and weight room of Commodore Perry Schools during the hours of 6:00-8:00 PM, Monday through Friday. In order to be a member of the CP Fitness activity group, a community member may register at the Superintendent's office during the hours of 8:00 AM – 4:00 PM, Monday through Friday by showing a photo ID with proof of residency. Upon registration a photo CP Fitness ID will be created for the registered member.

REQUIREMENT: In order to maintain the CP Fitness activity, at least two members (one walker and one weight room user or a maximum of two of each) must assume responsibility for other members and voluntarily register as "Fitness Leaders." These responsibilities include: monitor the door closest to the weight room during the hours of 6:00 PM and 8:00 PM, Monday through Friday (may be shared among "CPFP leaders", and a door bell will provide notification of CPFP member's arrival); grant access to registered members that show a CPFP ID; have members sign in and out on the daily use sheet; ensure that all fitness members leave the building by 8:00 PM. A one-time fee of \$10.00 will be charged for a limited-access fob for the "Fitness Leaders". The fobs may NOT be loaned or transferred to anyone else unless approved by the district office. Doing so will lead to the deactivation of the fob. If there are no volunteers to be "Fitness Leaders", the fitness activity will be eliminated. Procedure 6 must be followed at all times. *Due to summer cleaning, there will be no walking in the hallways after graduation.*

2. Community organizations, i.e. Girl Scouts or Boy Scouts, may register at the District Office for a one-time fee of \$10.00 for a limited-access fob, specifically programmed to the days/hours requested on the Building Use request form. One fob will be granted per organization.
3. Booster groups that operate concession stands for sporting events may register at the District Office for a fob at no charge. Programmed times will be determined by individual groups' needs, and fobs should be returned at the conclusion of the sport season.
4. Fobs may be granted for one-time building request users on a case-by-case basis at the District Office. When a fob is issued, a \$10 deposit fee will be collected and refunded if the fob is returned within 3 days after the event. The fob will be deactivated the day after the event.
5. Doors **must** be closed and locked at all times, unless public access is required and approved by the District Administration. Anyone that is found to be in violation of this rule will receive a written warning. A second violation will result in the rebuke of privileges.
6. **No one** is to grant entrance to anyone outside of his/her own organization or group; however, he/she may voluntarily notify the group for which the person is a member, and someone from the group may grant the person entrance.
7. Coaches, advisors, and community organizations are responsible for ensuring that members of their groups are contained to specified areas according to their building use request or activity. Supervision is essential to ensure the ongoing safety of students and staff.
8. Sunday and holiday events of any kind are strongly discouraged; however, if an organization requests the use of the building on a Sunday or holiday, a \$15 per hour custodial fee will be charged for the entire time the building is in use.
9. Any event that lasts more than 8 hours will be assessed a \$15 per hour custodial fee for additional hours.