

# SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS



TO: All Use of Facility Groups

FROM: Thaddeus Thompson  
School Business Administrator

RE: Procedures for Entry of School Facilities

We can no longer allow building access doors to remain unlocked for activities which occur early morning, after school, or on weekends and holidays. These safety procedures apply to all building usage by outside organizations, as well as Board of Education-sanctioned users such as Community Education, Athletics and Music Programs. There are **NO** exceptions.

All facilities user groups will have to follow the procedures listed below in order to continue using school district facilities for their events:

1. A custodian will open the door no earlier than 10 minutes prior to your scheduled use time, unless it's a large event and special accommodations have been made (i.e. sports events, concert or performance), the door **will not** remain unlocked.
2. The person responsible for the group must assign someone from their group to remain by the door to allow the participants of the group to come in the building. The door will no longer be left open and shall not be propped open. If the user group anticipates arrival of any participants after the scheduled start time, it is the organization's responsibility to have a person stationed at the door for those late arrivals and for the duration of the event if necessary.
3. Each person assigned to open the door for its use group must only permit building access for those affiliated with its own organization.
4. All users will be asked to stay in the area of their event. Users found in violation of this procedure will be given a warning and prevented further use if found in violation after the warning. Failure to responsibly adhere to these safety procedures may result in a group's forfeiture of building use privileges.
5. All Users must continue to have prior written permission to use the facility and will continue with past practices of completing the building use form and providing insurance, this will not change.