

**Billings Public Schools
Facility Use Procedure
Event Supervisors and Custodians**

STEP 1: If you are interested in being an event supervisor or custodian at your school or any other SD2 schools, make sure Kelly Sharp in the Activities department has your contact information. You can email Kelly at sharpk@billingsschools.org or call her at 281-5100.

STEP 2: Once you are assigned an event, make sure you get all event information, i.e. start time, end time, etc. You will also need the renters contact information along with a copy of the Facility Use Agreement User Responsibilities that they signed.

STEP 3: Make sure to contact renter prior to event to confirm schedule and expectations.

STEP 4: After the event please fill out an event audit and return it to the building Principal along with a time sheet. Certified staff will fill out a Yellow timesheet and will get paid \$25 per hour. Classified staff will fill out a Blue timesheet be paid at their individual hourly rate.

Supervisor's Duties:

- Open and Close Facility. Event must not start earlier than scheduled nor may it end later than scheduled.
- Monitor event and facility during the event.
- Make sure event attendees stay in designated areas.
- Make sure bathrooms are stocked with paper products.
- Notify proper people in case of an emergency.
- Supervise the cleanup of the event. Renters will clean up after themselves.**
- Complete an event audit and submit to the school principal.

**NOTE: It is the responsibility of the user group to leave the facility in a condition that will have it ready for the next use.