

Check-in/Check-out Procedures for Events

To ensure the safety of our students, we want to make sure that everyone is aware of the **guest/visitor check-in/check-out procedures for our school-wide events** (typically in the gym):

- All guests/visitors will enter building through the **South Lobby** (next to gym). Please park in available spaces, including the extended lot, south of the building.
- Doors will be opened to visitors 15-20 minutes prior to event – _____.
- Staff members will be setup to check in guests as quickly as possible. Please have ID ready. Check-out lines will be by alphabet.
- **Guests must present a valid picture ID (driver's license, state ID, employee ID) for verification. ID will be collected and held until visitor checks out.**
- If staff member does not recognize a guest, ID will be checked in computer to verify no restricted access.
- Once ID is verified, guests will be given a Visitor tag
- After checked in, guests will proceed to the event location (gym or cafeteria) and to designated areas. Students may also be entering at that time.
- Immediately after the event, guests will return to the South Lobby to checkout, including picking up their ID.

Depending on the number of visitors, this process can take a few minutes. Please allow enough time for the check in procedures. All procedures must be followed to enter the building - **NO EXCEPTIONS!**