

Additional Requirements for All Bedford Central School District Facility Users

In keeping with our school district's enhanced safety and security measures, effective immediately, all doors will be locked all day and during ALL afterschool and evening activities. **Failure of facility users to follow the following procedures can result in loss of facility use:**

- 1. A building custodian will come to open the facility door for an activity supervisor at the scheduled time for that supervisor to be there. The activity supervisor shall be responsible for arranging and coordinating that time with the head custodian in advance of the activity date. Please be on time as the custodial staff is assigned other duties and will not wait for late arrivals.**
- 2. Each organization sponsoring an activity on any given date must assign an adult to be the door monitor, at the door assigned for the activity, to allow activity participants and/or allowable spectators to enter and be directed to the activity location. On days when there are multiple groups using the facility, these groups may coordinate who will monitor the entrance door.**
- 3. No doors should be propped or chocked open allowing free movement in or out of the facility. Nor should any participant or spectator allow entrance to the building by letting someone in an unmanned door.**
- 4. Each organization sponsoring an activity on any given date must assign an adult to supervise their actual activity or event to make sure participants and allowable spectators are only in areas of the building assigned to that group.**

Thank you for your cooperation to help keep our schools safe!