

MONITOR DUTY FORM

1. **The Monitor's Purpose** is to ensure that district facilities are treated with care and respect by guest users.
2. **Arrive 15 minutes early**, before the start of practice/games.
3. **Leave 15 minutes after reservation end time**, to ensure all trash is picked up and restrooms are checked (toilets are flushed, pick up trash and empty all trash cans).
4. **If monitor is unable to work**, due to illness or schedule conflict, it is the monitor's responsibility to find an approved back up monitor (someone who has monitored before at the scheduled location). Contact Rachael McGuire by EMAIL ONLY for any schedule changes/schedule conflicts.
5. *** The appropriate time to contact Rachael McGuire by her cell phone is **during business hours** (7:00 AM-4:00 PM), **not after hours (no texts, no phone calls to Rachael's cell phone after hours)**. If you need assistance after hours, please contact Tyler Boswell 817-629-3252. ***
6. **Be in attendance at all times during the facility use**. Station yourself inside the reserved areas at all times. Monitor should be alternating between gyms and hallways.
7. *** **Monitor is required to remain at assigned location for duration of reserved time, even if the guest user is a no show. Must wait until door locks before leaving.** ***
8. **While on duty, be alert and aware at all times** – Monitors may use their phones, as long as they are actively monitoring (ex. – eyes on guest user activity while on the phone – DO NOT keep your eyes off guest user activity for an extended period of time).
9. **If the guest user brings music, it is the Monitor's discretion to allow the music** – if it is within an acceptable volume and appropriate content.
10. **Monitor is prohibited from bringing anyone with them while on duty** (ex. – husband, children, friends). Monitoring should be approached as any other job.
11. **Monitor the halls outside of the gyms and the restrooms every 15 minutes and between practice/games.**
12. *** **Restricted area of use: HALLS *** Playing in the halls or other parts of the building is prohibited** (NO BOUNCING BALLS IN HALLWAYS).
13. **Limit travel to the restrooms in the building.**
14. If needed, **mop/ wipe up any spills** that may occur.
15. **Restrooms:** Make sure toilets are flushed in the boys' and girls' restrooms when your duty is complete. Make sure lights in the restrooms are turned off when your duty is complete.
16. **Pick up trash between EACH practice/game.** If it is the weekend, take all trash to the dumpster when your duty is complete.
17. **Check to make sure all outside doors are locked when you leave**, doors that are leading to the gym / used area.

We appreciate your willingness to serve as a monitor for Burleson I.S.D. It is a great responsibility representing our district and our goal should always be to serve our community with respect while using our facilities.

Thank You for All that You Do!

By signing below, I acknowledge the above duties that are expected of me as a district monitor.

Name: _____

Date: _____

Contact Information:

Tyler Boswell – Executive Director of Facilities: Contact Tyler Boswell at 817-629-3252 if you have any emergencies during your shift. **Call Tyler if the temperature inside is cooler than 65 degrees or if the temperature is warmer than 76 degrees.**

Facility Office: The following WORK day, notify the Facilities Office at 817-245-1146 if the organization did not show up.

Rachael McGuire: The following WORK day, report any damages or any incidents to Rachael McGuire at 817-245-1146 or rachael.mcguire@bisdmail.net.