



Hopatcong Borough Schools
School Facility/Field Utilization Request Form

Building Security Policy Acknowledgement

With a continued emphasis on student safety it is paramount that we take every precaution necessary to provide a safe, secure, and effective means in which we can host any outside function within our facilities. With that in mind we want to take this opportunity to notify you of some important changes to all of our facilities within our school district. Effective immediately, all exterior doors to our buildings will remain locked after school hours.

This policy change will require that each group utilizing our facility appoint a "site coordinator" to monitor limited access to the selected building for the purposes of their scheduled activity. Listed below are the parameters for which we are requiring all of our organizations to follow as well as signed documentation in awareness of organizational responsibility:

- All doors both entering and exiting the building will be locked and secured by the District.
- At no time should doors be propped open to allow entry into the building.
- The "Site Coordinator" or Coach should define a clear time window during which players/participants may arrive for a practice or activity. The coach or Coordinator will remain at the entrance doors and grant access to only those that are part of his/her program. All organizations will designate both an arrival and departing time for their function on a nightly basis. It is with this intention that all participants will either enter or exit the facility at the same time.
- While in the facility it is the responsibility of each group to reinforce with their participants/families that their access is limited to the practice/meeting room location and the nearest restrooms. All children must be properly supervised.
- Failure to follow these regulations may result in an organization losing permission to utilize District facilities.

These regulations are by no means meant to impede or distract any of our prospective community organizations. They are simply an attempt to provide safety measures both within and around our district's school buildings with the intent of supervising all those entering and exiting our facilities. We truly appreciate and value the effort that you and your organization put forward for the families of our community and understand the importance of our collective efforts necessary in order to meet these safety requirements.

Organizational Name: _____

Signature of Person in Charge: _____ Date: _____

Facilities Supervisor: _____ Date: _____

Business Administrator: _____ Date: _____

Principal/Athletic Director Signature: _____ Date: _____