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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 6580.2

## REGULATION: SECURITY – AFTER HOURS OPENING & CLOSING OF BUILDINGS

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Schools and district facilities are made available to the public in the manner articulated in Board Policy #10400 – *Community Use of Facilities & Grounds*. This may mean opening and closing of schools and district facilities after regular hours.

### 1. Opening and Closing Requirements

Those persons or organizations requesting the booking of schools will require the school district's contracted security patrol service to open or close the facility after regular hours or on weekends and holidays unless an acceptable alternative arrangement, as approved by the Principal or Site Manager, has been made. To arrange for the openings and closings, the dates and times should be provided to the Facility Rentals Department. Sufficient notice must be given to the Facility Rentals Department regarding openings and closings in order that the school district's contracted security patrol service may be advised.

All rental agreements requiring security patrol services are to be phoned in clearing the date and time of opening and closing to avoid conflict with other school or community users.

Weekend openings and closings are required to be phoned into the Facility Rentals Department between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, to ensure all scheduled times are recorded. There will be a charge for this service.

### 2. Cancellation By User – Service Charge

Should a scheduled use of a school facility be cancelled or the person or organization not inform the Facility Rentals Department by 2:00 p.m. on the day the scheduled use was to take place, the facility user will be charged an open and/or close fee.

Approved: 2003-04-08

XRef: Policy #10400

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