



**Jefferson Country School District R-1:
Building and Facility User Request Form**

School Name: EVERGREEN HIGH SCHOOL

Today's Date:

Office Use Only--Tracking Number #

Title of Event:

Number of Attendees:

Sponsoring Organization:

Type of Organization:

Adult (nonprofit) Commercial Church Daycare Provider District Activity
 District Athletics Government PTSA Boosters Scouts
 Youth Sports Youth (other) _____ Other _____

Contact Name:

Email Address:

Billing Address:

Telephone:

Fax:

INDOOR VENUE REQUESTED

Auditorium	Conference Room	Library	Classroom(s):
Cafeteria	Gym, Large	Main Street	Hallway:
Commons	Gym, Small	Weight Room	Other:

OUTDOOR VENUE(S) REQUESTED

Baseball Field	Soccer (Grass) Field	Parking Lot, Senior	Parking Lot, Auditorium
Football Field	Softball Field	Parking Lot, Junior	Other:

EQUIPMENT NEEDED

Computer	Projector	Tables: #	Other:
Lighting System	Projection Screen	Chairs: #	Other:
Microphone	Sound System	Other:	Other:

DATE(S) AND TIME(S) REQUESTED

Date	Day	Start Time	End Time	Date	Day	Start Time	End Time
		am/pm	am/pm			am/pm	am/pm
		am/pm	am/pm			am/pm	am/pm
		am/pm	am/pm			am/pm	am/pm
		am/pm	am/pm			am/pm	am/pm
		am/pm	am/pm			am/pm	am/pm

What start/end times should be publicized for this event i, if different from above?e

Will custodial services be required?	Yes	Custodial overtime will be billed to the user.
	No	Name of approved District staff member who will be responsible for facility:
Will security be required?	Yes	Security overtime will be billed to the user.
	No	Name of approved District staff member who will be responsible for facility:

Approval:

Administrator Signature

Date

Cc: Mayrenen
Archer
Arniotes
McPeak

Aug Nov Feb May
Sep Dec Mar Jun
Oct Jan Apr Jul

FAST#: Fast#:
FAST#: Fast#:
FAST#: Fast#:

September 10, 2011

Re: Propping doors at EHS puts everyone at risk

Greetings,

As all of you know, the safety and security of our students, staff, and visitors are extremely important to everyone at EHS. At the same time, we also wish to be the core of school and community events. This creates a delicate balance in terms of building use/access and the 24 hour safety and security of our stakeholders.

Historically and recently, we've been faced with the problem of locked doors being propped open for convenience and opening doors for unauthorized entry. While convenient, this creates a major security risk both during and after hours. As a result, it is important that we raise the situational awareness of all groups toward the actions we are taking as a school and expectations for everyone in our building.

Based upon a meeting of administrators, campus supervisors, and the EHS/Jefferson County Sherriff's Department School Resource Officer, the following actions will be taken:

- When using the building after school hours, it is your responsibility to insure safety and security by monitoring your group, keeping doors secured, not allowing unauthorized persons into the building, remaining in designated areas of activity, and securing all doors when exiting.
- Perimeter checks of all exterior doors will be completed at the conclusion of every school day, and every weekend event (at which Facility Maintenance is present) by Facility Maintenance Staff
- Interior building areas not designated for practice and/or building use will be secured following daily scheduled maintenance and opened each morning by Facility Maintenance Staff
- Perimeter checks will be completed on a daily basis by members of the Jefferson County Sherriff's Department, Campus Supervisors, and/or EHS Administration to ensure the safety and security of our school
- Additional signage, where propping of doors/providing entrance commonly occurs, will be posted by Campus Supervisors
- Disciplinary action will occur when any person is found to have willingly compromised and/or been complacent in compromising the safety and security of either the students, staff or visitors to Evergreen High School

The safety and security of all stakeholders to Evergreen High School is everyone's responsibility. Therefore, this document will be shared with all staff, volunteers, and community organizations utilizing our school. If you have any questions, please speak with a Campus Supervisor or our Director of Safety, Security, and Discipline - Jim Jackson. Thank you for your cooperation and understanding that convenience is never a substitute for the safety and security of our students, staff and community.

Matthew N. Walsh - Principal