BUSINESS OFFICE MEMORANDUM

To: Principals and Directors

FROM: Nick Taylor – Assistant Superintendent, Business Services

DATE: October 14, 2021

RE: District Organizations-Weekend Facility Use

Maintaining clean, safe and secure environments in our facilities is critical to our efforts to keep our staff and students healthy and able to attend school. As COVID-19 conditions improve and allow us to operate in our Multi Use Rooms and Gymns on the weekends, the District will require that a custodian is present for the event and remain for an additional hour to clean and sanitize the facility, especially the restrooms.

This charge does not apply to school events during regular school custodial hours Monday – Friday 6:00 am to 10:30 pm because there is still custodial staff on duty. This charge does not apply to teachers using their classrooms on weekends with small groups of students.

The rate for the custodial services is $35/hour. The custodian will open the facility, provide assistance for accessing prearranged equipment and materials, be available during the event to offer facility assistance, clean the facility once the event has concluded, and secure the building.

School groups using the Multi Use Rooms and Gyms will need to schedule the event with the site Principal, complete the *District Organizations*-Weekend *Facility Request* form and email it to Mary Kay Tsamasfyros, the Administrative Assistant in Business Services. Mary Kay will notify the Operations Supervisor, Bret Cupp who will secure the custodian for the event.

*Event reservations are conditioned upon custodial availability and approval from the Business Services Department.