

A related policy in this area.

Community Relations

Assignment of Personnel to Cover School Events/Activities

The Superintendent of Schools or his/her agent shall determine if East Hartford personnel are necessary for the event or activity and if so, will administer the assignment of personnel to the event or activity. The employee(s)/individual(s) assigned shall be qualified to perform the tasks required of the assignment. The person(s) assigned to the following positions in the service of the Board shall be required to:

1. Security Officer and/or Custodian

- A. Assist members of groups using school facilities in the placement and arrangement of furniture and equipment. This requirement includes returning the same furniture and equipment to its normal place or station at the conclusion of the meeting or activity.
- B. Secure the building at the conclusion of the meeting or activity.
- C. Care for any type of housekeeping function deemed necessary to assure the use of said facility the following morning.
- D. Provide any other specific requirement deemed appropriate for the particular activity.

2. Light Panel Supervisor, Light and Stage Assistants, Projectionist

Perform duties as outlined by the assigning administrator.

3. Cafeteria Assistant

Perform duties normally expected of a person assigned to prepare food and/or operate equipment located in our school cafeterias. The individual assigned must be Serve Safe Certified or a Qualified Food Operator (QFO). It should be understood that the person assigned shall be required to thoroughly clean all equipment during and after the course of any activity. There are no East Hartford Board of Education employees qualified to perform these tasks, therefore, an employee from the food services contractor will be required and the cost will be invoiced for the activity or event. If an organization provides their own personnel and meets the qualifications necessary, the individual(s) must receive documented kitchen equipment training from our current food services contractor and the organization must maintain general liability insurance for bodily injury and property damage of \$1,000,000 (combined single limit) and umbrella coverage for \$5,000,000.

Community Relations

Assignment of Personnel to Cover School Events/Activities (continued)

Allocation of Expenses

When two or more groups are permitted the use of any school facility, the cost of security and/or custodial services, technical services, and/or cafeteria services shall be assessed evenly and charged to each certain facilities as outlined under fees.

Payment of Charges

Bills must be paid within fifteen (15) days from the date of the invoice rendered by the Business Services Department.

Insurance

Any group granted permission to use a school facility may be required to furnish a certificate of insurance covering such event including participants, guests, products and equipment and in amounts deemed adequate by the Superintendent of Schools.

Policy adopted:

EAST HARTFORD PUBLIC SCHOOLS
East Hartford, Connecticut

(Reviewed and approved by Policy Audit Committee)