

**FRONTIER CENTRAL SCHOOL DISTRICT
FACILITIES USE - GENERAL ANNOUNCEMENT**

GENERAL ANNOUNCEMENT

Directions: The group representative should make following general announcements to the group participants.

1.0 **Cancellation of Program**

In the event the building (or District) is closed due to some unforeseen circumstance (inclement weather, power failure etc.) your group will be unable to meet on that day. If school is cancelled on Friday, building use activities on Saturday and Sunday are also cancelled for that weekend.

Should this occur the District will make every effort to make a general announcement on the local radio stations as identified in the current school year calendar and back to school guide along with the district web site (www.frontier.wnyric.org). Please advise your participants should this situation arise.

2.0 **Fire Alarms**

If the fire alarm sounds while your group is present in the building all participants must leave the building immediately. Prior to the start of your activity the group representative should orientate themselves and participants to the nearest exit routes and the quickest means of egress. Remember to evacuate the school immediately when you hear the audible fire alarm!

3.0 **Safety Rules**

The safety and well being of building occupants is of the utmost importance to the Board of Education. Group representatives are required to inform all participants of the following items.

- 3.1 Designated parking areas.
- 3.2 Emergency exits and egress routes.
- 3.3 Construction activities and other "stay clear" areas in the buildings/grounds.
- 3.4 Adherence to all Facility Use Rules and Regulations.

I _____ acknowledge that I have received a copy of the General Announcement sheet, emergency exiting and designated parking area diagrams and agree to assume the full responsibility for notifying the participants of the _____ of these items. *Name of Group*

Signature - Requesting Officer

Print Name

Date