



Before & After-Hour Use OF DISTRICT BUILDINGS AND FACILITIES

Public use of district buildings and facilities can bring various exposures to the district. SET SEG Loss Control offers these recommendations to follow when the public is allowed access to district facilities:

- A signed facility use and/or a hold harmless agreement should be obtained from the group using the facilities.
- An agreement-to-participate form should be obtained from all adults using the facilities.
- There should always be a district staff member available at the facility the entire time it is in use for safety and security:
 - This person must be familiar with the entire facility to conduct a complete walk through and final check before locking up.
 - This person must also be properly trained in first-aid and bloodborne pathogens.
- A public restroom and sanitation must be provided.
- Sanitation sprays/wipes or soap and water must be provided and be accessible to the group or persons using the facility.
- Emergency procedures must be reviewed with the group or persons using the facility, including:
 - Fire extinguisher use
 - SDS documents
 - Proper exits and egresses. There needs to be two accessible egresses in areas used.
- Any equipment used by the group needs to be properly maintained.
 - The group using any district equipment should also be trained in proper use and safety standards.
- Any electrical outlets or equipment should be grounded and cords should be protected by installing ceiling drops or covering them with UL approved protective strips.
- There should be routine housekeeping before, during and after the group uses the facility.
- All garbage should be removed by the district employee before leaving the premises.

WEIGHT ROOM CONSIDERATIONS

- There must always be a staff member in the room when anyone is using the equipment.
- Proper training from a certified weight manager (and trained on equipment) must be given to anyone using equipment.
- Employees providing supervision should be trained in first-aid and bloodborne pathogens.
 - All first-aid, bloodborne and safety equipment should be readily available.
- An agreement-to-participate form should be collected and filed for all adults.
- Sanitation sprays must be provided with training given on proper wiping and cleaning of all seating and pads.
- All electrical cords must be either run from the ceiling, or properly concealed under a protective strip to help eliminate slips/falls or electrical problems.
- There should be at least two separate egresses from the room with proper clearance and housekeeping near them.
- Routine housekeeping must be completed at the end of each session to keep weights and equipment from causing slips/falls.
- Equipment must be maintained routinely to keep it in good working condition.

This document provides information of a general nature. It is not intended to be fully comprehensive, nor to provide legal advice or opinions relative to specific facts, matters, situations or issues. A member school district is encouraged to seek legal advice for their specific purposes.