

ADMINISTRATIVE PROCEDURE NO. 506

THE ROLE OF SCHOOL HOST

Background

A School Host may be assigned to schools by the Supervisor of Support Services for the purpose of after hour facility rental and is under the direction of the principal.

Procedures

1. All School Hosts will be assigned by the facility booking clerk on an as needed basis.
2. Salary will be based on an hourly basis with a minimum three-hour pay period as per the Labor Standards Act. The facility booking clerk will, whenever possible, book facility rentals to maximize this time.
3. The School Host Shall:
 - Be at the facility 15 minutes prior to start time to unlock entry door and turn required lights on.
 - Lock Entry door after participants have entered facility (or continuously monitor door).
 - Ensure all people entering the facility remove street footwear at the door.
 - Continuously monitor the user group for behavior and limit group to their booked location within the school.
 - Ensure user group tidies up at the end of their booking time.
 - Check for damage after user group exits facility.
 - Lock all doors and turn lights out (unless requested otherwise by janitorial staff) at the conclusion of the facility rental.
 - Be present in the facility for the entire facility rental.
 - Submit a timesheet to booking clerk per payroll cutoff schedule.
4. A principal may request a school host for school sponsored events. Any costs for such events will be the responsibility of the school.