

Notifications, Cancellations, and Other Guidelines for Outside Organization Building Use

Facility Closings:

The communication plan for weather related weekend facility closing procedures and trip cancellations will be as follows:

Plan A: The Superintendent, Director of Transportation, and Director of Buildings and Grounds will collaborate to decide whether weekend trips and/or school activities or practices will be canceled.

Plan B: If the Superintendent is out of the district or can't be reached, the Assistant Superintendent, Director of Transportation, and Director of Buildings and Grounds will collaborate to decide whether weekend trips and/or school activities or practices will be canceled.

Notification to parents, students, and community members will be made via our automated notification system in as timely a manner as possible.

Any building issues that occur during the duration of any event should be directed to the custodian on duty. In the event the custodian requires additional assistance, he or she will notify Dave Poore.

Outside Organization Cancellation Guidelines:

In the event that an outside organization needs to cancel an event, practice, trip, etc., they are required to call the director of facilities, Dave Poore, at least one hour prior to the start of the event. Failure to do so will result in the outside organization paying any and all charges for having necessary personnel and any other cost the district accrues because of the lack of notification. Groups canceling trips should contact Nate Metcalf at least one hour prior to the scheduled trip departure time.

Food and Beverages Guidelines:

In the event an outside organization is planning on serving or selling food and beverages that fall under the category of "potentially hazardous food" (**Potentially Hazardous Food is defined as foods that require time-temperature control to keep them safe for human consumption**) within the APWCSD, an HACCP (**Hazardous Analysis and Critical Control Points**) trained food service employee must be present during the preparation and service throughout the event.

*No foods can be prepared off site and brought to the district for service or resale. All foods must be delivered to the district in a manner that satisfies Oswego County Health Department regulations. For a comprehensive list of the guidelines, please go to <http://oswegocounty.com/health/>.