

**To: All Users of the Franklin Public Schools Facilities**  
**From: Franklin Public Schools**  
**Date: October 1, 2015**

**Safety and security at the schools, including after hours, is of highest priority. In order to ensure the safety of students, staff and visitors to the school, doors are locked at all times, including after school hours. This applies to all groups using school buildings and grounds for various afterschool activities.**

**When your group is entering a building for an event, a custodian will let the group leader into the building. After the initial entry, an adult designee of the group is responsible for monitoring the door to let other group members in. Doors are not to be propped or pegged open at any time.**

**In order to facilitate this practice, please send the name of the group leader who will be onsite and the person(s) who will be designated as the door monitor(s). Please send the information to the Building Use Coordinator at [YavarowS@Franklinps.net](mailto:YavarowS@Franklinps.net).**

**Failure to designate door monitors or to comply with the security practices as outlined above may impact future building/grounds use requests for your group or organization.**

**We count on you as a partner to ensure all of our facilities are safe environments for our students and staff.**

**Thank you for your cooperation and help with keeping our schools safe.**