

LOCKPORT CITY SCHOOL DISTRICT  
FACILITIES USE – GENERAL ANNOUNCEMENT

**GENERAL ANNOUNCEMENT**

Directions: the group representative should make the following general announcement 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 week.

Should this occur the District will make every effort to make a general announcement on the local radio stations. 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 should familiarize itself with 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 Adhere to all Facility 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