



COMMUNITY USE OF PUBLIC FACILITIES
MANDATORY SECURITY REPORT
PLEASE SEE BOTH PAGES OF THIS DOCUMENT

Name of User Group: _____

Name of School being used: _____

Security Arrival Time: _____ Security Departure Time: _____

Date of Use: _____ Time Group In: _____ Time Group Out: _____

GENERAL INSTRUCTIONS:

Read and complete this form in its entirety (BOTH PAGES) and have user group representative sign it prior to departure. When multiple security staff is assigned, only one must sign this form.

RESPONSIBILITIES OF SECURITY STAFF ASSIGNED TO COMMUNITY GROUPS:

Per ICB Community Use Guidelines, Security Staff are expected to:

- Introduce themselves to group leaders.
- Check rooms before and after the group activity.
- **Remain with the group and monitor activities at all times.**
- Be extra alert to issues of a security nature.
- Let group leaders know if issues occur related to their use during the time of use and leave a message on CUPF Emergency Message Center 240-777-2727 regarding lack of supervision of children, presence of food or drink where inappropriate, numbers inconsistent with permit, maximum occupancy exceeded, other violations, etc.
- Submit written report to CUPF immediately following the group's activity.

Security Staff should VERIFY the following:

- Trash and debris have been bagged.
- All signs have been removed.
- Rooms have been returned to original setting.
- No food or beverages were served (unless served in cafeteria or otherwise approved).
- Equipment has been replaced.

Please note any damages, problems, or comments on page two of this form, including a report of any specific observations you may have been asked to notice.

REPORTING:

Please fax completed form, and/or any other related documentation to ICB/CUPF at 240-777-2747. Originals may be mailed via MCPS Pony, Mail stop: ICB

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SECURITY CHECKLIST

Name of User Group: _____

Date of Use: _____ Time Group In: _____ Time Group Out: _____

Condition of Room(s)

Room(s) Used:	
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	Place check mark below if room is in <u>GOOD CONDITION</u> . Make comments as necessary.	Explain below if room is in <u>POOR CONDITION</u> . Attach additional sheets if necessary.
Prior to Use:		
After Use:		

Printed Name
MCPS/School Security Personnel

Printed Name
User Group Representative

Signature - School Security Personnel

Signature - User Group Representative