



**Director of Facilities**  
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## **Memorandum**

**TO:** All Staff  
**FROM:** Bob Martin  
**DATE:** January 24, 2020  
**SUBJECT:** CJSHS Building Use Hours

### **During the school year:**

The Facilities Department wants to clarify building use hours for the Junior/Senior High School.

During the school year, the building is armed from Saturday at 3:00 PM to Monday at 6:00 AM. This is true unless there is a Monday Holiday, then building is armed until Tuesday at 6:00 AM.

Swiping your badge does not deactivate the alarm. When you swipe your badge during the hours the alarm is armed, you can gain access, but the Police and Facilities staff are immediately notified.

Typically, the building is staffed and alarm deactivated 24 hours per day Monday through Friday. If the third shift staff (11:00 PM to 7:00 AM) is on vacation, sick or out for any other reason, the building will be closed and armed at 11:00 PM. An email notice will be sent to all staff indicating a change in schedule.

On Saturdays, during the school year, the building is open and alarm deactivated until 3:00 PM. If athletics, the music department, drama department or other functions need access after that, it must be scheduled and volunteer facilities staff will be requested to cover additional hours.

On Sundays, the building is closed and armed. Special arrangements must be coordinated if the building is to be used or entered on a Sunday.

### **During the summer:**

There is no Saturday or Sunday access during the summer unless special arrangements and coverage is coordinated.

The building is open Monday through Friday as indicated above. The building is closed and alarm armed on Saturday morning at 7:00 AM. An email will be issued to all staff to indicate effective date.

Following the above guidelines will avoid unnecessary responses from Cortland City Police and CECSD Facilities Staff.