

## Administrator's Duties

The admin on duty needs to be in the immediate area of the rental. Readily available to the renter and where they can observe the rental. Not in their office or an area unknown/inaccessible to the renter.

An administrator on duty may not have any affiliation with any outside group he/she would supervise as the admin on duty. Administrator on duty may not donate their time to an outside group. The supervisor will be paid by CISD for all time worked.

Make sure renters stay in their requested areas, not opening up additional rooms/areas to renters that are not on the facility request. Ensure that the group adheres to time reserved. Move "stragglers" toward exits if scheduled time period ends. Report time issues to Facility Rentals Office.

Acts as authority for the facility, making sure renters are conducting a safe, secure, orderly event, and not damaging CISD property. Making sure renter and their participants are following CISD policies.

Ensure building is returned to its previous condition prior to usage. Items belonging to rental organization are not permitted to be stored or left on campus property.

Rentals do not include the use of district equipment, technology equipment or resources. These may be permitted at the discretion of the campus principal and with a CISD designated operator. Charges will apply for operators of this equipment if usage is allowed. Therefore, you should become familiar with light switches, screen, controls, sound system, projector and microphone location and oversee the use of this equipment.

Check the facility for any security concerns and notify CISD police immediately. Contact CISD Facility Use Manager if facilities are being misused or damaged. Take photos of any damage or misuse to provide the CISD Facility Use Manager and CISD police.

If you need law enforcement, or assistance with custodial / maintenance issues, call CISD Police at 936-709-8911. If any emergency arises that requires medical attention, call 911.

Playground areas are not available for rentals. Areas open to the public, do not require a facility request.