

## MONITOR DUTIES

1. **Monitors are present for a purpose**: to ensure that district facilities are treated with care and respect by guest users.
2. **Arrive 15 minutes early**, before the start of practice/games.
3. **Leave 15 minutes after reservation end time**, to ensure all trash is picked up and restrooms are checked (toilets are flushed, pick up trash and empty all trash cans).
4. **If monitor is unable to work**, due to illness or schedule conflict, it is the monitor's responsibility to find an approved back up monitor (someone who has monitored before at the scheduled location). Contact Alissa Mains by EMAIL ONLY of any schedule changes/schedule conflicts.
5. \*\*\* The appropriate time to contact Alissa Mains by her cell phone is **during business hours** (7:00 AM-4:00 PM), **not after hours (no texts, no phone calls to Alissa's cell phone after hours)**. If you need assistance after hours, please contact Regi Brackin (contact information below). \*\*\*
6. **Be in attendance at all times during the facility use**. Station yourself inside the reserved areas at all times. Monitor should be alternating in between gyms and hallways.
7. \*\*\* **Monitor is required to remain at assigned location for duration of reserved time, even if the guest user is a no show** \*\*\*
8. **While on duty, be alert and aware at all times** – Monitors may use their phones, as long as they are actively monitoring (ex. – eyes on guest user activity while on the phone – DO NOT keep your eyes off guest user activity for an extended period of time).
9. **If in the event a guest user brings music, it is at the Monitor's discretion to allow the music** – as long as it is within an acceptable volume and appropriate content.
10. **Monitor is prohibited from bringing anyone with them while on duty** (ex. – husband, children, and friends). Monitoring should be approached as any other job.
11. **Monitor the halls outside of the gyms and the restrooms every 15 minutes and between practice/games**.  
\*\*\* Restricted area of use: HALLS \*\*\*
12. **Limit travel to the restrooms in the building**.
13. **Pick up trash between EACH practice/game**. If it is the weekend, take all trash to the dumpster when your duty is complete.
14. If needed, **mop/ wipe up any spills** that may occur.
15. **Playing in the halls or other parts of the building is prohibited** (NO BOUNCING BALLS IN HALLWAYS).
16. **Check to make sure all outside doors are locked when you leave**, doors that are leading to the gym or area used.

We appreciate your willingness to serve as a monitor for Burleson I.S.D. It is a great responsibility representing our district and our goal should always be to serve our community with respect while using our facilities.

**Thank You for All that You Do!**

By signing below, I acknowledge the above duties that are expected of me as a district monitor.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

### Contact Information

**Regi Brackin – Facilities Director**: Contact Regi Brackin at 254-592-0420 if you have any emergencies during your shift. **Call Regi if the temperature inside is colder than 65 degrees, or if the temperature is warmer than 76 degrees.**

**Jordan Blackmon – Energy Specialist**: Contact Jordan Blackmon at 903-215-2167 if there are any comfort complaints during your shift. (Cold - if temp needs to be below 72 degrees, Heat -if temp needs to be warmer than 70 degrees)

**Facility Office**: The following WORK day, notify the Facilities Office at 817-245-1146 if the organization did not show up.

**Alissa Mains**: The following WORK day, report any damages or any incidents to Alissa Mains at 817-245-1146 or [alissa.mains@bisdmail.net](mailto:alissa.mains@bisdmail.net).