

## **AFTER PROM ACTIVITIES GUIDELINES**

### **School Sponsored:**

- School system employees sign all contracts for facilities, supplies, services, etc.
- School provide supervision during the entire activity with administrators, and/or evening event administrators, staff members, security staff, etc.
- All school system policies and procedures are followed and enforced.
- Permission slips, letters, notices, announcements, publicity, etc. indicate that the event is school sponsored.

### **Non School Sponsored (sponsored by PTSA, Boosters Club, etc.):**

- Outside organization officials sign all contracts for facilities, supplies, services, etc. (see “Full After Prom E-Mail”).
- School does not provide supervision during the activity – outside group is responsible for enforcement of its guidelines, public laws, proper decorum, etc.

School administrators, staff members, etc. may “visit” the event but are not officially responsible for supervision of a non-school sponsored event. (The school system will pay for “complimentary” security as a gift/donation to the activity.)

- School system policies and procedure **are not** in effect.
- Permission slips, letters, notices, announcements, publicity, etc. must include disclaimer statements indicating that the event **is not** school sponsored.

There cannot be “joint sponsorship” of the event by the school and the outside group. **It is or is not a school sponsored event.** The school may, however, contribute to the cost of the event and assist with planning the event. If the event is sponsored by an outside group but held on school grounds, it is not a school sponsored event, school system policies and procedures will not be in effect, and the procedures for the “Use of School Facilities by Non School Groups” (Policy 11111) must be followed.

4/18/07