

## **HALL SECURITY PRACTICE ROOMS AND “ROAMER” (Post #4: Orchestra Room/Auditorium)**

### ***DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!***

1. Check in at the Information Table located outside the Library/IMC. Get your name tag and proceed to your assigned post.
2. You will be responsible for opening up the small practice rooms behind the Orchestra Room. Those rooms will be temporary storage for band equipment, only one band per room at a given time. Sign the band in on the practice room sheet at your station and stay with them while they put their equipment in the room. Relock the door when they are finished. These rooms are only temporary storage and cannot be used by a band after its performance. They must return their equipment to their homeroom or bus. **BE SURE ALL OF THE PRACTICE ROOMS ARE SECURELY LOCKED. YOU WILL BE THE ONLY PERSON WITH A KEY. NEVER** let this **key** or the **walkie-talkie** out of your possession until you hand them off to your replacement at the shift change.
3. You may move around the halls surrounding the practice rooms & music offices, auditorium, band, choir and orchestra rooms. These are the areas you are to patrol. However, do not leave your chair for more than a few minutes as the band directors will need access to the practice rooms to get their equipment; they will not want to wait as they are on a tight schedule.
4. **NEVER leave students unattended in a practice room.** We do not want any incidents of stealing as have occurred in the past. Be sure to relock the door after the students deposit or remove their equipment. No student or group of students should ever have access to these rooms without your presence.
5. Please write down any unusual access, activity, or problem on the incident paper attached to your clipboard. This is extremely important for Mr. Wojcik should an incident occur. If any problem develops that you cannot handle, contact the Information Table or Jazz Fest Chair for assistance. We also have the services of a GBS security staff person for Jazz Fest. The Information Table volunteer can contact the security person for you.
6. Students, including waiting bands, must be **QUIET** in the hall next to the Auditorium. Please keep them quiet and do not allow anyone to enter the Auditorium through the side doors.
7. Do not allow instruments to be played in the hallways.
8. Please encourage band students wandering your halls to visit the Jazz Café for food or the performance rooms. They should not be unsupervised in the halls.

9. If you are the last shift, return the hall security key, walkie-talkie, and clipboard to the Jazz Fest Chair or the parent volunteer sitting at the Information Table. **It is imperative that you hand these to Chair or the person at the Information Table and your equipment is checked in. PLEASE DO NOT TAKE THE KEY OR WALKIE-TALKIE HOME!!**
10. After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your lanyard & name tag.

**Thanks very much for your help at Jazz Fest!**