

# FACILITIES

Hayden Canyon Charter School

## **9350 Building Access**

To enhance security in its buildings, Hayden Canyon Charter controls access to all buildings by limiting and controlling the use and function of both access cards and keys issued to all administrative, staff, students, contractors, and outside vendors.

### General Building Access

Hayden Canyon Charter's building is generally open Monday through Friday between the hours of 8am and 4pm during the school year. After-hours access to the building is limited to faculty, staff, students, contractors, and members of the public who have been authorized in advance by the Board of Directors or Administrator to enter the building. For public events held after hours, the request must be made by whomever is sponsoring the event in order to ensure that the building is appropriately secure at the proper times.

### Contractors and Public Access

All contractors, outside vendors, or members of the public that perform services on HCC's campus must obtain an access key fob from the school administrator. Unless otherwise approved by the Board, any individual requesting an access key fob must pass a criminal history background check. Prior to accepting an access key fob, the individual shall submit a signed Access Agreement specifying the times and conditions for accessing the building.