

## **HCPSS AFTER PROM ACTIVITY GUIDELINES**

After Prom activities allow students to participate in post-prom activities in a safe and substance-free environment. The following guidelines are intended to assist sponsoring organizations, such as PTAs, in hosting After Prom events that align with HCPSS policies and procedures.

- If the event is held at the school site, the site must be booked through the Virtual Event Management system. Details can be found at <http://www.hcpss.org/parents/facilities/>.
- Policy 10020 : Use of School Facilities must be followed for events on school grounds.
- In acknowledgement of the important role that After Prom activities play in providing a safe and substance-free environment for students, HCPSS will waive all building usage, HVAC, and custodial fees for After Prom events held at the school.
- Sponsoring organization officials are responsible for signing all contracts for facilities, supplies, services, etc.
- HCPSS does not provide supervision or security personnel for After Prom events. The sponsoring organization is responsible for enforcement of guidelines, public laws, etc.
- Permission slips, letters, notices, announcements, publicity, etc. must include statements indicating that the event is not school-sponsored.
- If the school's PTA is the sponsoring organization, it is recommended that they review the [PTA Insurance and Loss Prevention Guide](#) for guidance on permissible and prohibited activities and insurance procedures.

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