

PHYSICAL FACILITIES, USE OF BY SCHOOL PERSONNEL

POLICY

The primary use of any school facility is service to the school district. Further, that due to the amount of tools and equipment required to provide services, extra precautions must be taken with regard to accounting and security.

The Board believes that under certain conditions employees may be granted permission to use school district facilities.

PROCEDURE

I. Employee Use

- A. The employee must make timely and appropriate application for use of the facility to the proper administrative supervisor.
- B. The employee must assume responsibility for providing adequate supervision for the safe use of the facility.
- C. The employee must agree to reimburse the district for any theft, loss or damage which may occur to the facility or any equipment therein.
- D. The employee must agree to hold the district and its representatives harmless for any personal injury, and theft or damage of private property which may occur in the course of using the facility.
- E. The facility may not be used for any profit-making, or money-making purpose unless the use of the facility is (1) part of a physical wellness program, and (2) the program is available to all school employees.
- F. Shop and Laboratory-type facilities are not available for use under this rule.
- G. The administrative supervisor may deny any request for use of a facility if, in his/her judgment, the conditions above are not met or if use of the facility would not be in the best interest of the district.

II. Automotive Service Facility

- A. Requests for service and repair to automobiles or other power equipment may be submitted by students enrolled in the class, members of the Board of Education, and employees.
- B. First priority shall be given to students with other requests being honored in the order in which they are received.
- C. Requests for service must have instructor approval and will be scheduled as they fit into the educational program.

III. Employee Organization Meetings

Employee organizations wishing to use school facilities for meetings may do so by making written request.

Auto Shop Adopted 09/04/69; New Policy Amended 08/19/76; Correction 03/16/89, Reviewed 04/21/94, 02/06