

**Use of School Facilities for School Functions
and/or Employees**

-POLICY-

The principal of any school can authorize the use of school facilities for the following:

1. School functions supervised by one or more of the teaching staff.
2. Continuing Education groups as approved by the Board.
3. School Board employees for use of specialized facilities, if they meet conditions set from time to time by the regulation accompanying this policy.

In all cases, the custodial staff is to be kept fully advised prior to the date of use.

-REGULATION-

1. Use of School Facilities - Secondary Schools
 - 1.1 The principal or his/her designate, will assign keys:
 - 1.1.1 to the Continuing Education Coordinator for appropriate number of keys to classroom instructional areas.

The main door will be opened and closed by custodial staff at fixed times - e.g. 6:30 - 8:00 p.m.
 - 1.1.2 main entrance and gymnasium keys assigned only when necessary
 - 1.1.3 keys are to be returned promptly after the termination of the event
 - 1.2 Use of school equipment is at the discretion of the principal, subject to Board regulation as established from time to time.
 - 1.3 Use of storage is permitted only if space is available and does not conflict with class activities.
 - 1.4 Smoking by adults will not be permitted on school premises.
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- 1.5 All facilities must be cleared before 10:00 p.m. to allow custodial staff to clean up for the next day. Overtime use must be arranged through the Secretary Treasurer.

- 2. Use of School Facilities - Elementary Schools

- 2.1 The Secretary Treasurer shall arrange with each principal an acceptable procedure for assigning and return of keys to and from authorized users.
- 2.2 Continuing Education use without a custodian can be arranged if the supervision arrangement is satisfactory to both the Superintendent and the Secretary Treasurer.

- 3. Use of School Facilities by School Board Employees

The purpose of this section of the regulation is to cover the occasional use of school facilities.

- 3.1 Prior approval of the facility teacher and principal must be obtained.
- 3.2 The use must not involve a major project. (i.e. maximum one (1) hour).
- 3.3 The facility is to be left in the same condition that it was found.
- 3.4 The premises must be left no later than 10:00 p.m. on any evening (Monday-Friday) and it must be ensured that all doors are locked and the security alarms are activated (if appropriate).
- 3.5 Users occasioning costs due to negligence in not securing the building shall be liable for repayment to the Board.
- 3.6 Equipment breakage shall be charged to the user.