

916 Employee Use of District Facilities

916.01 Employee use of District Facilities is allowed and encouraged during non-scheduled times under the following conditions:

- 916.01.1 Approval must be obtained through the Internet Based Facility Reservation System.
- 916.01.2 Employees may be bumped from their reserved time by a community group with a 48 hours notice or by a school-sponsored activity with no notice.
- 916.01.3 Employees must supervise the facilities they are using to insure the safety of participants and the security of the facility. Issues encountered during the use of the facility should be immediately reported to the appropriate district personnel.
- 916.01.4 Employees must become familiar with the operations of the facility before the use and be able to respond to issues as they occur or are needed. (Examples – lowering baskets, locking doors, calling police/EMT personnel, turning on/off lights, setting security system, etc.)
- 916.01.5 Employees using facilities on a recurring basis for a particular activity must inform, if appropriate, Community Education to advertise on the cable access channels so that all school district community members have the ability to participate in those events. Advertised events have the same status as community events and cannot be bumped by other community events.
- 916.01.6 The right of any employee or group of employees to reserve facilities may be withheld if the facilities are neglected or the procedures are ignored.

916.02 Employees must follow all other policies regarding the use of the facilities except:

- 916.02.1 They are not required to pay use fees (unless custodial help is required).
- 916.02.2 They may use their employment-issued facility keys without a key deposit.

Adopted: April 12, 2004
Revised: March 21, 2004