



Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Code	710
Status	Second Reading
Adopted	August 8, 1985
Last Revised	September 12, 2024

### **Purpose**

School equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission in accordance with these guidelines.

### **Authority**

The facilities and equipment of the district are only available for staff use if:

1. Such use is clearly within the authorization granted in a policy of the board
2. Temporary approval has been granted by the Superintendent
3. A personal Emergency exists in which life or property is endangered
4. A valid use-of-facilities permit has been issued

The Board specifically prohibits:

1. Personal use of materials, tools, supplies, and equipment
2. Personal use of district vehicles