

USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT BY EMPLOYEES

The primary purpose of the school district facilities and equipment is to deliver a quality education program. Resources for school district equipment are limited; therefore each user must operate the equipment with the utmost care. Employees may use school district equipment for any school purpose or activity held during the school day or for a school-sponsored event.

Employees may use the school district facilities for nonschool-sponsored events, when it does not interfere with the delivery of the education program, with the permission of the principal or designee. An employee's request will not supersede a prior request. The employee will be responsible for ensuring the building and equipment are in the condition they were found. For non-educational business, the employee will be responsible to meet the requirements set forth in Board Policy Code No. 807.1, Community Use of School Facilities.

Legal Reference: Iowa Code §§ 256.12; 279.8; 297.9 (2013).

Cross Reference: 401.10 Use of School District Materials for Internal Communications  
807.1 Community Use of School Facilities

Approved 8/12/2002

Reviewed \_\_\_\_\_

Revised 6/10/19