



FAQ – District facilities and equipment used by staff

Q. Why are staff no longer permitted to use district facilities for personal use?

- A. The District carries group insurance coverage for all activities related to the operation of schools and the instruction of students. Any personal use or group use for recreational reasons is not covered by this protection. For this type of use, the District supports insured community use through policy 6000. Use of facilities beyond insured community use or use related to the operation of schools, would open the District up to serious risk of uninsured liability.

Q. Is all equipment included in the repeal of 6300?

- A. Yes.

Q. What type of uses of facilities are permitted?

A. Permitted use (not exhaustive):

- Use of the school and equipment for instructional planning and preparation.
- During non-work hours, children may accompany you to your classroom.
- After school clubs involving students.
- School staff sanctioned events, such as meetings, or team building.
- Signing out library and other resources for professional learning purposes.
- PAC use of facilities for PAC related purposes.

A. Prohibited uses (not exhaustive):

- Borrowing District equipment for personal use (Ex. Borrowing a school canoe for a family trip).
- Use of the gym, gym equipment, or work out facilities for personal fitness.
- Allowing friends or family to use facilities or equipment without following policy 6000.
- Using the school kitchen to prepare meals for a charity to which staff belong.
- Playing basketball on the weekend in the school gym.
- Borrowing furniture for personal use.

Q. If I am trained to use the equipment and am a teacher who uses that equipment, may I use it outside of work?

- A. No, unless it is for the purpose of educating students. For example, a shop teacher may need to build a sample project on the weekend for their class next week. This is acceptable because the teacher is acting in their capacity as an employee. However, it is not acceptable for a Phys. Ed. teacher to use the gym equipment and facilities for personal use because you are not acting in the capacity of your employment.





Q. Are my children able to be present at staff meetings?

A. No. Staff meetings require the attention of the employee and this attention should not be divided between work and the need to care for children.

Q. Can my children be in the classroom while I attend a staff meeting?

A. No. Children should not be accompanying employees to work. Employees are expected to be able to devote their entire focus to the work at hand during a staff meeting and not to the supervision requirements of their children.

Q. May I supervise my children while they use the gym after hours or on weekends?

A. No. This would constitute personal use of school facilities by community without insurance.

Q. What happens if I don't comply?

A. School District No. 6 (Rocky Mountain) is at risk of serious liability if employees do not comply. The employer will clearly communicate expectations and will be required to correct breaches of the policy.

Q. If the school PAC has purchased equipment, is that equipment available for their use and the use of staff?

A. PAC equipment that is owned by the PAC, does not fall under school district policy or practice. If the PAC donates the equipment to the school, the equipment would fall under district policy and practice.

Q. If a community user books a facility, who enforces the requirements of their insurance and the rules of the District?

A. Should a user fail to comply with the requirements of their insurance or with the requirements of the District, then they become liable for failing to comply with their insurance certificate.

Q. If a teacher is working in the building and then becomes injured as a result of community use, what is the staff liability?

A. If the staff member is working in the building, they are covered under Schools Protection Program.

Q. What requirements are in place for outdoor facilities?

A. Use of the field for organized use by the community, like soccer, requires the user to comply with policy 6000.

Q. How are parking lots treated after hours?

A. This depends. Generally, they are considered grounds in the same way as fields. However, sometimes we lock off parking lots to prevent unauthorized use, such as camping.

