



POLICY 6300

USE OF DISTRICT FACILITIES AND EQUIPMENT BY STAFF

POLICY:

The Board of Education (“Board”) will allow District employees to use District facilities and equipment (except vehicles), provided there is a written waiver of liability in place, that the District employee is competent to use those facilities and equipment, and that the use:

- a) does not conflict with District or community use;
- b) is considered a safe and appropriate use by the site supervisor;
- c) is occasional and personal, not commercial;
- d) does not consume materials and supplies without reimbursement;
- e) has no adverse effect on the condition of the facilities and/or equipment;
- f) does not threaten the security of buildings or the safekeeping of equipment;
- g) does not interfere with the regular work hours or job performance;
- h) **does not include the use of shops/supplies or equipment at any operations building;**
- i) does not include the use of auto, wood, or metal shops except by those trained teachers who normally use these tools and machines for course instruction;
- j) receives the prior approval of the individual responsible for the administration site supervisor of the facility on forms 6300.1 and 6300.2.

FORM 6300.1 USE OF DISTRICT FACILITIES AND BORROW EQUIPMENT APPLICATION
6300.2 USE OF DISTRICT FACILITIES AND EQUIPMENT BY STAFF APPLICATION

REFERENCES: LIST AND HYPERLINK APPROPRIATE REFERENCES

ADOPTED: June 2001
Amended: April 2020
Repealed March 8, 2022