



Staff Facility Use Guidelines

Albany Area Schools' staff members requesting use of district facilities are required to abide by the following guidelines:

- Staff members utilizing district facilities for personal use are required to have a signed waiver on file with the Community Education Office prior to facility use.
- All facility use must be scheduled with the Community Education office 7 days in advance.
- An activity chairperson must be named for each event. The activity chairperson is responsible for collecting signed waivers from participants and communicating with the Community Education office.
- Pool Use: A certified Lifeguard must be present at all times when the pool is in use.
- Social Gatherings: Staff members are encouraged to hold social gatherings (ex. baby shower) off site. A reminder that scheduling of all events using district facilities must be done through the Community Education office.
- Staff use of district facilities may not interfere with other district programming including school day programming, activities and athletics, or Community Education programs.

**Staff groups may be bumped by other groups, including school and community groups, if deemed necessary by the Community Education office.*