

Adopted: June 20, 2005

Revised: _____

902-1 EMPLOYEE PERSONAL & RECREATIONAL USE OF BECKER SCHOOL DISTRICT #726 FACILITIES

I. PURPOSE

The purpose of this policy is to establish a clear and equitable policy for the use of school district facilities by district employees.

II. GENERAL STATEMENT OF POLICY

Health and wellness are important aspects of every person's life. The administration and Board of Education of the Becker Schools understand that health and fitness are important and beneficial to a healthy working environment. It is with this understanding that this policy is put forth. The Becker School District Staff may use district facilities during non-school hours for personal/recreational use. Use of the school facilities by employees requires the cooperation of everyone.

III. RULES AND REGULATIONS

- A. Employee safety and building security are the primary concerns when staff are using the facilities.
- B. Staff may use their own work areas during non-school hours for the purpose of completing school related work.
- C. Public school activities, including Community Education, take first priority in building use and have priority over ~~unscheduled~~ employee use of the facilities.
- D. All school facilities will be used consistent with their design and purpose.
- E. Immediate family members of a staff member may also use the facilities; the staff member **MUST** be present during this time.
- F. Staff use the facilities at their own risk and assume responsibility for the facilities and equipment.
- G. Access to facilities, which have specific equipment, will be limited to those staff that work in that area. These areas include technology classrooms, computer labs, media centers, science labs, life skills rooms, kitchens, and offices.
- H. Staff using the facilities are responsible for any needed cleaning and for securing the facility when finished.

- I. Use of facilities by staff for the purpose of making a profit (i.e. private lessons, private business, tutoring) must be scheduled through the Community Education Office. Rent for facility use may either be in compliance with the current School Board Policy on Facility Use or operate under the current structure of the Community Education program. This decision will be made cooperatively between the user and the Community Education Director.
- J. The use of the High School swimming pool must be scheduled through Community Education and be in compliance with the School District Policy on Facility Use.
- K. Use of the High School weight room and the Middle School fitness room is open to employees and IMMEDIATE family only. Use of this area is limited to times when a School Custodian is on duty. The staff member MUST be present during this time. A minimum of two responsible individuals must be present when using the weight room. The building custodian will only open these rooms when an employee is present and requests use of these areas.
- L. School equipment may not be taken off of school property for personal use.
- M. The Field House is the only approved area where Floor Hockey may be played.
- N. Employees are not to use the main high school gym for personal use. Rather, the Field House, Racquet Ball Courts, Weight Room, Primary School Gym, and Intermediate School Gym are available for employees' personal use.
- O. Employees using these facilities for personal use should schedule the time and space with the community education office.

KEYS AND FACILITY ACCESS

- A. Keys and key fobs will be given to employees on an as needed basis. Keys will be given only to employees who need them to access areas required for their employment at the Becker Public Schools or on a case-by-case basis for special events or activities.
- B. Employees will not allow others especially individuals not employed by the district to ever use their keys or key fobs to obtain entry to district facilities.
- C. Employees will not open any facilities for students or other groups and leave them without supervision by a district staff member.

- D. Employees, other than Community Education staff, are not allowed to advise, suggest or make facility reservations for students, or other outside groups and organizations.
- E. Employees will ALWAYS lock any door they have unlocked and never prop open any outside doors.
- F. Coaches and Phy. Ed. teachers will lock locker rooms when they are finished using them.

This is a privilege afforded to you as an employee of the Becker Public Schools and it may be revoked.