

**Staff Welfare**

**Personnel Use of School Facilities and Equipment for Non-School Related Reasons**

Permission for school personnel to use school facilities, property, and/or equipment for non-school related reasons shall be obtained through the principal's office of the facility in question or the principal responsible for the equipment in question. Any usage of a school building, property, or equipment shall not interfere with regular school activities or be in conflict with the purposes of the school. Payment for use shall, if deemed necessary, be arranged for at the time permission is granted for the use of the facilities, property, or equipment.

While the intent of this policy is not to specify the details of building level procedure, it is the desire of the Board of Education and administration that any non-school related use of a school building, property, or resource be approved through the proper channels of authority. The fact that a staff person has a key to the school building does not grant them permission to use of the facility or its resources for personal reasons. By no means is this an attempt to limit staff persons in their job-related responsibilities. The Board and administration recognize and appreciate the fact that some teachers and staff persons will spend many hours, outside of the typical school day, in preparation for or completion of their job. However, the Board of Education also expects that the school buildings, property and resources will be used for professional purposes, not personal or social purposes. If school personnel have the desire or need to use the building, property and/or resources for non-school related reasons, they should make that request of the building principal.

Adopted by the Pettis County R-V Board of Education on February 18, 1999

Ron Higgins, Board President      Bob Reid, Board Secretary

Revised on: November 15, 2001

Reviewed on: January 22, 2004