

Policy Title: *Use of District Facilities and Equipment*

Code No. **403.5**

Each licensed employee and supervisor will be issued keys or access codes to his/her assigned building and assigned room and shall take reasonable care to keep such items secure. All keys and access codes shall be turned in upon request of the administration.

An employee desiring to use school facilities and equipment for non-school business shall be subject to the same terms and conditions as other persons (refer to Board of Education Policy Code No. 1004.1 *Rental of Facilities and Equipment*).

Date of Adoption: October 13, 2008

Date of Review: July 11, 2022

Date of Revision: May 13, 2013
August 8, 2016