

STAFF BUILDING USAGE

Using the building for ANY non-school purpose requires completion of an Application for Use of District Facilities form. That form is available in the school office. The form must be signed by the facilities manager or superintendent prior to building use.

When you enter the building during non-business hours, these steps need to be followed in order to assure that the school building remain secure:

1. Upon entering the building check to see if anyone else is in the building;
2. The last person out of the building needs to check ***all doors*** and sets the alarm;
3. Any irregularities should be reported to the facilities manager or superintendent.