

NUMBER:	BU 704
EFFECTIVE:	
REVISION:	05/26/1999
PAGES:	3

Statement of.....

Policy and Responsibility

SUBJECT: BUILDING AND GROUNDS

A. General Rules & Regulations

1. The school building and grounds are primarily for the use of the school program and related activities.
2. The building and grounds are under the direction of the school's principal.
3. School buildings cannot be used unless a District representative is in attendance. Such a representative has authority to protect the building and equipment from improper use.
4. School buildings shall not be used for purposes considered competitive with private industry or commercial purposes, except when used by non-profit organizations for community projects.
5. School buildings shall not be used for purposes that interfere with school activities.
6. The use of intoxicants or illegal drugs is prohibited at any time on school property.
7. The use of tobacco on school property is prohibited at any time.
8. The grounds should not be used immediately after heavy rains or other times when the activity could damage the grounds. The school district supervisor of building and grounds will determine when damage could be sustained.
9. Any employee wishing to remain in the building after the custodian's regular hours must receive permission from the principal and be responsible for locking the building. In no case can this responsibility be delegated to a student.
10. Students shall not be permitted access to the building before faculty members are present except on cold and wet days as provided under Section PS 419 (Early Arrival of Students Policy).
11. All visitors to the school shall report to the office for permission to visit the school.
12. No alteration, addition, or major repair shall be made to the building or equipment unless the superintendent has approved a requisition covering the same.
13. In as much as the custodian is responsible for the opening and locking for the buildings it is not necessary for each faculty member to have a key. The principal will issue keys to faculty members only upon permission of the superintendent. In no case will students have access to equipment or building keys.

B. Community Rental Rules & Regulations (In Addition to A, 1-13)

1. The Coordinator of Community Education will schedule the use of the building and grounds for non- school use after first consulting with the principal regarding facilities available. Only facilities agreed to will be used.

2. As a guide to scheduling - priorities are as follows:
 - a. The school facilities will first be used for school programs and activities, such as extracurricular activities, PTA meetings, faculty meeting, etc.;
 - b. the school building and grounds will be scheduled for Community School programs and activities: and
 - c. for activities sponsored by Murray City.
3. Materials on chalk boards, tables, etc., will not be disturbed except upon permission of the principal.
4. Grounds must be left in clean and good condition after each usage.
5. Schools and equipment cannot be used, except as included in the rental agreement.
6. The applicant for the use of the building shall be present at all times and is responsible for enforcing the rules and regulations set by the Board or its agents.
7. No outside properties or equipment shall be brought into the building without prior approval of the principal or supervisor. When permission is granted, such property or equipment shall be removed immediately following its use and the Board, or its agents, shall not be responsible for damage or loss incurred to such property or equipment.
8. The use of a district owned school bus or truck can be used for city sponsored programs or other public education program upon permission of the superintendent or designee. At no time are students permitted to drive a district school bus or truck unless they are employed by the district for this purpose and have proper work permits. These vehicles shall not be used for non-school activities except as noted in this section.
9. No signs, posters, properties, etc., can be attached to the building by any materials, such as pins, tacks, tape, etc., except upon approval in advance by the principal or supervisor. Independent supports must be provided.
10. Activities for minors shall be concluded by 10:00 p.m. on weekdays and 11:00 p.m. on weekends except when a later hour is approved by the Board. The conduct of those attending such activities shall be of such standard as benefits a proper use of an educational unit. Foul language, rowdiness, etc., shall not be permitted.

No person shall be permitted in the building after the District representative leaves at the conclusion of the rental period. In no case can the locking of the building be delegated to a non-District representative.

The applicant agrees to provide protective parking, traffic control, protection against pilfering, etc., as needed. The District representative shall not be responsible for policing the grounds or regulating traffic.

In case of emergencies the Red Cross or other welfare agencies may use the building upon permission of the superintendent.

Buildings are not to be used for any purpose on Sunday except by the express permission of the Board.

C. Safety

1. It shall be the policy of the Murray City Board of Education to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with this school district. The Board believes that safety is important to everyone concerned with our schools, not only as a protective measure during school

hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

2. Principals should regularly inspect the building and grounds in order to eliminate unsafe and hazardous conditions throughout the year. Slippery conditions can and have caused serious injury. Consequently, the Board requests all principals regularly inspect walks, hallways, and major play areas with the goal of eliminating these hazardous conditions. Also, the proper supervision of students should be provided during the school day.
3. When buildings are occupied, all fire and safety ordinances must be observed.