

Policy Title: **Use of District Property by Employees**

Policy #412.2

The primary purpose of the district facilities, equipment and materials, is for the delivery of the district's educational program. Employees may use district facilities, equipment, and materials for school purposes or activities held during the school day or for a school-sponsored event.

Employees may use district facilities, equipment, or materials for non-school-sponsored events only with the prior permission of the building principal. The employee will be responsible to meet the same requirements as non-employees or outside organizations using the facilities, equipment, or materials.

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Reviewed: 11/23/15