

**REGIONAL SCHOOL UNIT No. 67**

**USE OF SCHOOL FACILITIES BY CURRENT EMPLOYEES**

The R.S.U. No. 67 Board of Directors recognizes that the employees of the District will have access to their workplace during non-school hours.

Realizing that this “Open Door Practice” creates difficulties regarding responsible control of the facilities, the following guidelines have been established:

- A. All employees may request the use of any R.S.U. No. 67 facility through the same process designed for all citizens of the District. The process, which has been simplified for this purpose, is to request the facility use through the individual building principal and to follow the established request process (see attached Exhibit).
- B. Any employee may use only his/her own specified teaching area after regular school hours. If an employee wants to use another area of his/her school, prior permission must be obtained from the building principal.
- C. The gymnasium at all schools may be used by employees but may not interrupt or interfere with any organized citizen or school activity using the facility.
- D. The schools’ physical fitness rooms at Mattanawcook Junior High School and Mattanawcook Academy will be governed by the individual regulations for each facility.
- E. Family members and invited guests of the employee may accompany the employee only when the employee is present; the employee will be responsible for the direct supervision of his/her family member(s) or guest(s).
- F. Coaches will be considered employees of the school for which they coach. If the coach is a regular employee of the school in the District and coaches in another school, he/she will have access to each facility by requesting the use through the administrator in charge.
- G. Citizens employed by the area recreation programs must use the Facilities Request Form for use not connected to the recreation programs even if they have access and keys to the facility as recreational employees.

Cross Reference:   KF – Community Use of School Facilities

Adopted:   February 6, 1991  
Revised:   February 1, 1995;  
Reviewed:   October 19, 2005  
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