

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 18, 1997 FILE SECTOR: PERSONNEL
DATE REVISED: November 18, 1999 POLICY TITLE: STAFF USE OF SCHOOL
DATE REVISED: May 18, 2000 FACILITIES, EQUIPMENT /
DATE REVISED: August 18, 2005 MATERIALS
DATE REVISED: September 20, 2012

The facilities and equipment of the Medford Area Public School District exist for the benefit of student instruction. Employees may use facilities and/or equipment for non-instructional but not-for-profit purposes, subject to the following conditions:

1. Permission must be obtained by the employee from the building principal and the person responsible for maintaining the specific facility and/or equipment to be used. In all cases, the building principal has the final authority in determining who may use the facility and/or equipment.
2. School employees are prohibited from using school facilities and equipment under this policy from 11 p.m. to 6 a.m. or during the employee's work day. An exception to the overnight prohibition is permitted for equipment removed from school property.
3. If school owned equipment is to be removed from school property, prior approval from the building principal establishing condition and duration of use must first be obtained. Whenever there is a conflict in use of material/equipment or facilities between use for school purposes and use for personal employee purposes, school purposes shall have priority.
4. The employee is personally responsible for the cost of replacing or repairing any equipment lost or damaged while in the employee's possession. Any loss or damage must be reported immediately and arrangements satisfactory to the building principal or his/her designee made for replacement or repair. Employees are expected to pay according to the established fee schedule for the use of certain equipment and materials, such as copy machines, printers, FAX machines and so on.
5. In no instance shall approval be given, nor shall any employee use school facilities and/or equipment for profit, including personal or private business ventures unless the employee has an approved facility rental agreement prior to use. Approval to use facilities will not be allowed if that use is frequent, regularly scheduled, in competition with or duplicative of normal and/or local commerce.
6. Employees using a school facility and/or equipment shall leave them as clean as when they found them.

7. An employee will be prohibited from using facilities and/or equipment when in the judgment of the person responsible for maintaining the facility and/or equipment the employee is unable to demonstrate a proficiency necessary for safe operation. If necessary, the presence of a responsible person may be required by the person responsible for the facility and/or equipment during the period of operation with the employee bearing the cost for any such presence.
8. Employees may not use school owned motor vehicles, such as trucks, vans and cars for personal use.
9. All consumable materials must be purchased by the employee. When tax law or other regulations prohibit sale to employees, employees will be required to purchase materials from a source other than the school district.
10. The employee is responsible to follow proper safety precautions. Employees are to become familiar with and follow all applicable safety procedures.

Failure to abide by this policy may result in loss of privileges and possible disciplinary action.

The Medford Area Public School District swimming pool is a special facility controlled by board of education policies and procedures established by the building principal or his/her designee. Refer to those policies and procedures when contemplating use of the swimming pool.

School equipment is owned by all the citizens of the district and its use is subject to public scrutiny. Improper use or the exercise of poor judgment by one individual may result in the loss of this privilege for all employees.

CROSS REFERENCE: EBBC, EBBC-R, ECAA, & KG
LEGAL REFERENCE: Section 120.13(17) Wis. Stats.