

COMMUNITY RELATIONS

Use of School Facilities

Public Access to Buildings

D.C. Everest Area School District residents are encouraged to utilize school facilities according to district policy and regulations. In order for district buildings to be available for public use during off hours when the custodians are not normally scheduled, the following regulations must be followed:

1. Keys will only be issued to adults 18 years of age and older.
2. Keys will be given out one day before a weekday activity or on Friday before a weekend activity, and must be returned no later than the day after the activity. For a weekend activity, the key must be returned on the Monday following the event.
3. Nonschool personnel may not possess a building key except as provided above.

Responsibilities of Adult Supervisors Who Have Been Issued a Key

- A. The Supervisor:
 1. Will be responsible for security in the building
 2. Must inspect all accessible portions of the building both before and after the group's usage
 3. Will be responsible for locating the telephone in case an emergency arises (telephone locations and emergency numbers can be obtained through the community services office)
 4. Must report any damage to the building in writing to the building principal when returning the building key
 5. Must report the presence of any strangers or intruders in the building in writing to the building principal when returning the key
 6. Must notify the Supervisor of Community Services or his/her designee of any accidental injury that occurs while on school property. An accident report must be filed within 48 hours of an accident.
 7. Must monitor the building door when it is open
 8. Will lock the door when a monitor is not available
- B. These rules are in addition to those established under Community Relations Policy & Rule #1330.

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 RWD:lk

SCHOOL BOARD
 D.C. Everest Area School District
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