



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 5-340

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PERSONNEL

USE OF FACILITIES BY SCHOOL PERSONNEL

Facilities of New Trier Township High School District 203 may be used by school personnel for school-related activities outside the regular school day under circumstances specified below. Work orders for such use will be submitted to administrators who will reserve the right to approve or deny requests and will maintain calendars of such uses. Because of the potential risk of liability, the following restrictions must be strictly observed:

1. No use of the building will occur on Sunday or holidays, unless authorized by the Superintendent or designee.
2. Facilities shall not be used for personal gain by any person.
3. The instructor or teacher in charge of the laboratory, shop, gym, etc., shall be present during the entire time that the facility is being used.
4. The school shall not be used for an individual's social activity or party.
- 5- A certified water safety instructor shall be present when the swimming pool is being used for any purpose.
6. Individuals who are not District employees may not use the New Trier facilities.

This policy does not imply that a staff member cannot use his or her office for official school use or use the fitness facilities in accordance with the Employee Wellness Program procedures.

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