

Anyone granted the privilege of a key also accepts the responsibility of this assignment.

- I. Employees of the District
 - A. Authorization
 - 1. Building principals and/or supervisors at their discretion will authorize issuance of individual keys to personnel when a need is demonstrated.
 - 2. Annually each building principal will check each individual's keys with the Key Use Authorization/Agreement Form. Once checked, keys may be reissued immediately.
 - B. Keys Issued
 - 1. All keys shall be issued upon the authorization of the building principal and with a Key Use Authorization/Agreement Form signed and dated.
 - 2. All keys will be retained in the possession of personnel to whom issued. Loan of or keeping of keys on or in desks or furniture is not acceptable.
 - C. Lost/Stolen Keys
 - 1. Any person losing a key(s) should immediately notify the building principal.
 - 2. The building principal should notify the maintenance supervisor and superintendent.
 - 3. The replacement fee will be charged in accordance with the Key Use Authorization/Agreement Form.

- II. Non-Employees of the District Authorization
 - A. Building principals and superintendent may issue keys to community groups using school facilities in accordance with rules and regulations approved by the Board.
 - B. Keys Issued
 - 1. Keys will only be issued to responsible adults 18 years of age or older.
 - 2. Keys will be given out one day before a weekend 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. Exceptions may be made by the building principal.
 - 3. Non-school personnel may not possess a building key except as provided above.
 - C. Responsibility of the person to whom the key has been issued:
 - 1. Be responsible for the security of the building.
 - 2. Inspect all accessible portions of the building both before and after the group's usage.
 - 3. Be responsible for locating the telephone in case an emergency arises.
 - 4. Report any damage to the building in writing to the building principal when returning the building keys.
 - 5. Report the presence of any strangers or intruders in the building in writing to the building principal when returning the key.

6. Notify the building principal of any accidental injury that occurs while on school property. An accident report must be filed within 48 hours of an accident.
7. Monitor the building door when it is unlocked.
8. Lock the door when a monitor is not available.

The rules listed above are in addition to those established under the Board's *Use of School Buildings and Facilities Policy*.

Approved: 05/17/99