



## ADMINISTRATION 10 – Staff Use of School Facilities and Equipment

Date: Apr. 14, 2003 Revised: Jan. 9, 2013 Responsible Administrator: Assoc. Superintendent, Human Resources

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### 1.0 RATIONALE

Sturgeon School Division recognizes there may be times when staff need to use school facilities and/or equipment after school hours for the enhancement of student learning.

### 2.0 PROCESS

The Superintendent is responsible for the process of establishing the Administrative Practice.

### 3.0 GUIDELINES

- 3.1 Staff wishing to use School Division facilities and/or equipment pursuant to the Guidelines of this Administrative Practice shall request approval from the principal or vice-principal, or in the case of Central Office staff, from the Superintendent or designate, prior to the activity.
- 3.2 In those instances where equipment is to be taken home to assist in an activity directly related to the staff member's assignment, the sign out form must be completed and approved by the principal or vice-principal.

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References: *Board Policy: D/II/12 Staff Use of School Facilities and Equipment*