



Our **F**uture, Our **C**ommitment, Our **S**tudents

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for Business and Finance

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for Curriculum and Instruction

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Executive Director
for Student Support Services

Opening and Closing School Buildings

1. Names of approved individuals who have keys and security codes will be on file with the building Principal, Assistant Superintendent of Auxiliary Services, and the Maintenance Department.
2. Key holders will be responsible for the security of their keys and security codes.
3. Keys and security codes will be used only by authorized personnel approved by the building Principals and Auxiliary Services.
4. Use of keys and security codes by unauthorized personnel will be cause for termination of entry privileges. Duplication of keys is expressly prohibited. A \$5.00 charge will be assessed for each lost key.
5. Principals may require the services of school system personnel if organizations do not maintain facilities in a manner satisfactory to the Principals.
6. Principals have administrative control of their respective school buildings. Each organization must complete a Facility Use Application and submit it to the Principal. Forms must be approved by Auxiliary Services prior to use of the school facility.
7. Organizations such as parks and recreation will be billed quarterly. Payments will be made to each school.
8. Copies of the standard Facility Use Application can be obtained by calling Auxiliary Services.

Principal's Signature

Signature of Applicant (user)

Date

01/23/06

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