

Facilities & Equipment Use Policy

A. Legal Authority/Reference

- UCA 53G-7-209 Use of public school buildings and grounds as civic centers
- UCA 20A-17-103 Posting political signs on public property
- UCA 76-8-402 Misusing Public Property

B. Definitions

1. "Civic Center" means a public school building or ground, including a charter school building or ground, that is established and maintained as a limited public forum for supervised recreational activities and meetings.

C. Facilities Acquisition and Construction

1. Acquisition of, construction of, alterations to and extraordinary repairs to real property shall receive prior approval of the Board of Governors.

D. Community Use of School Facilities

1. InTech is not established and maintained as a limited public forum for supervised recreational activities and meetings.
2. InTech facilities are currently leased and not available for sub-letting.
3. InTech facilities may only be used for InTech related activities.
 - a. InTech activities include those in partnership with other community organizations; if;
 - i. The activity is reasonably related to the school charter
 - ii. The activity receives prior written approval from the Executive Director or Governing Board.
 - iii. At least one faculty member, acting as the activity supervisor, is present for the duration of the activity.
4. InTech does not permit the posting of political signs on its property.

E. Securing Facilities

1. Keys
 - a. Under no circumstance shall an employee give or loan building, room, or secure cabinet keys to a non-employee.
 - b. Keys may not be duplicated without written consent of the Principal.
 - c. Individual faculty members are responsible for the replacement/re-keying costs for lost keys or keys given/loaned in violation of this policy.

2. Lockup

- a. Individual faculty members are responsible to lock, secure cabinets, windows, and doors before leaving his/her workspace at the end of the day.
- b. The last faculty member in the building is responsible to ensure all exterior doors are locked prior to leaving the building.
- c. Students are not to be in the building unless accompanied by a supervising faculty member.

F. Loaning of School Property

1. No school equipment may be loaned without permission of the Principal.
2. If permission is granted, the borrower:
 - a. Must use the equipment in accordance with the school regulations and laws governing the acceptable uses of public school assets.
 - b. Must stand responsible to pay for any loss or damage incurred during the loan.

G. Use of Privately Owned Property

1. InTech may accept the loan and use of privately owned property, provided a written agreement is executed and entered into by the owner and the Principal, which shall include the following stipulations:
 - a. That the school shall at all times reserve the right to accept or reject any proposed loan of privately owned property items.
 - b. That no rental shall be paid for the use of the said property.
 - c. That the school shall upon acceptance of any such loaned item, provide adequate space for housing the same.
 - d. That neither the school nor the Board nor its employees shall assume any obligations of liability for any damage to the property by loss as a result of fire, theft, or storm.
 - e. That neither the school, the Board, nor its employees shall be held responsible for the repair, maintenance, or upkeep of such privately owned property.
 - f. With the consent of the Owner, the Principal may make such repairs, maintenance, or upkeep if, in the Principal's judgment, the continued utility of the item justifies the expense.
 - g. That school personnel will exercise reasonable precaution in the care and maintenance of the loaned item, attempting to preserve it in good condition, equal of its condition upon arrival at the school, except for reasonable wear and tear.
 - h. Upon ten days notice from the Principal, the Owner will provide space and means for removal of such loaned items.
 - i. Loaned items shall be released from the school to the Owner within ten days of the request of the Owner.

H. Malicious and Accidental Damage to School Property

1. Parents of students (or adult students) who are involved in acts of malicious or careless destruction of school property are responsible for the cost of replacement or repair or for otherwise remedying such damages to the satisfaction of the Principal.

Document History

23 May 2024	Technical changes
28 Jan 2015	Updated community use section
28 Aug 2014	Combined and updated disparate property & equipment policies.
19 Apr 2007	Policy Origination