

HOONAH CITY SCHOOL DISTRICT

SOP No. 25

FACILITY USE

1. PURPOSE: To establish uniform guidelines to ensure that school property is protected.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: It is the responsibility of the Principal to ensure public use of the school protects the public investment in providing a safe and clean school for students.
4. PROCEDURE:
 - a. Community or others wishing to use the school for non-school functions, must complete a Facility Use Agreement and pay the required deposit.
 - b. School use on any given day is limited to 12 hours per day.
 - c. Public users of the school must leave the school in the condition it was in when use began. Custodial hours needed beyond what is covered in the Facility Use Agreement to make the building ready for school will be charged to the group using the building.
 - d. The kitchen may not be used per DEC regulations.

June 2017