

## **District Employee Responsibility of Building Use**

The district has a duty to protect its property as it has been provided and paid for by taxpayers. Districts also have a duty to protect their financial assets which are intended to provide educational services to students. However, use of district facilities beyond the established educational programs of the district may be granted to responsible persons, groups or organizations as long as steps are taken to protect the district and its resources.

The district employee responsible for the activity is expected to perform the essential functions of a custodian regarding building cleanliness and safety. An authorized district employee must remain with the group and/or it's attendees for the duration of the building use.

- Opening of the building and area(s) used
- Snow removal and salting of entryways utilized
- Ensure doors are not propped/keyed open
- Secure all exterior doors of the building prior to leaving
- Operation/knowledge of light controls
- Safe setups of all equipment
- Knowledge of cleaning chemicals and equipment
- Garbage removal (removing trash to appropriate dumpster)
- Restroom maintenance (maintaining a clean restroom during building use)
- Proper procedure of bloodborne pathogen/bodily fluid cleanup and disposal
- Restrict access to agreed area usage only
- Lockdown procedure
- Max capacity (ensure area used does not exceed max capacity)
- Fire evacuation (ensuring proper egress, evacuation routes)
- Emergency procedure (knowledge of tornado shelter, knowledge of outside door numbers)
- Reporting damage of facility or equipment

I have read and been informed of the District Employee Responsibility of Building Use expectations. I have received a copy of the guidelines and agree to abide by them.

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Employee Signature

Date