

FAIRFIELD AREA SCHOOL DISTRICT  
Guidelines

USE OF FACILITIES

8520

The District recognizes that in order to insure better communication regarding activities taking place in the buildings, the following procedures will be used.

Both principals will maintain a log of activities taking place in their buildings. The high school principal will be responsible for the entire high school building, including the middle school wing. The athletic director will schedule the gym and notify the high school principal of all activities.

Each principal will notify the Director of Buildings and Grounds on Monday morning of the activities planned for his building for the upcoming week. The Director of Buildings and Grounds should be notified as soon as possible of any activities which are going to be held that were not included on the weekly listing.

Anyone wishing to use the buildings must first go through the building principals. The Business Manager will be consulted whenever outside groups are requesting use of the facilities or when there is a question regarding payment for use.

When the facilities are used on weekends, a custodian should be in attendance. The only exception is if an administrator wishes to take the responsibility.

Revised March 13, 2000