

KNOX COUNTY CAREER CENTER  
FACILITY & EQUIPMENT USE GUIDELINES

**Equipment (Board Policy EDC):**

**Change:** Equipment is NO longer available to be loaned for community use.

**Interpretation/Guideline:** No person, group, business, etc. may rent or borrow equipment and take it off school property.

**Remains, changes in bold:** District equipment may be removed from District property by students or staff members only when such equipment is **reasonably** necessary to accomplish tasks arising from their District or job responsibilities. The consent of the administrator is required for, **and must be obtained prior to** such removal.

A Board employee may use Board-owned technology including: cellular telephones, personal digital assistants (pdas), laptop computers and other technology devices for school use off of school property. Technology devices owned by the Board may contain personally identifiable information about District students and/or staff. Federal and State laws prohibiting disclosure of such personally identifiable information apply to electronic records stored on technology devices. A Board employee who loses or misuses student or staff personally identifiable information will be subject to disciplinary action as determined by the Board.

Removal of Board equipment from District property for personal use by students is prohibited.

**Interpretation/Guideline:** Staff and students CANNOT take equipment (besides your iPad, computer or cell phone) off school property.

**Facility Use (Board Policy KG and KG-R):**

**Remains:** No building is used for commercial or personal gain.

**Interpretation/Guideline:** Individuals cannot sell items for personal gain (Tastefully Simple, Tupperware, etc.) on school property. Children's Garden is open to the public, so if someone had a gathering there, it would be permissible.

**Change:** KG-R #6 The use of premises shall not be granted for private social functions that are closed to the general public and/or any purpose which is prohibited by law.

**Interpretation/Guideline:** If a school employee wishes to use a room for a meeting or personal family event, they can complete a building use request form and schedule the event. *This does not include the gymnasium.* It must be known that it is officially 'open to the general public'. The employee and their guests must follow all regulations in KG-R, state and local laws, and school rules.

**Facility Use Procedures:**

Sports Med Lab: NO CHANGE -is available for use by staff members and their immediate family members only (when accompanied by staff member). Waiver must be on file.

Gymnasium:

Open Gym: The Gym may be reserved by staff members using the Building Utilization Request form for up to 2 hours at a time. A staff member must be present at all times. The staff

member completing the Building Use Request form would be in charge of collecting waiver forms and \$2.00 from each guest.

Staff member/Family Use: The Gym is open for a staff member and their immediate family if it is not scheduled for another activity. A staff member and his family may each have a guest. The guest(s) must have a signed waiver. Additional guests must pay \$2.00 and have a signed waiver.

Rental: The Gym is available for teams to rent for practice. The Building Use Request form and rates will apply.