Mission Statement
Provide exceptional, safe, and affordable venues that are used to showcase the talents and support the healthy activities for children and youth of the community.

Facility Use
All activities will be scheduled through the District Facilities Scheduler. The District Facilities Scheduler is responsible for coordination of all school rentals and after-hour facility use. Schools are given first priority when a schedule is submitted to the District Facilities Scheduler by July 1 of each year. Requests made after July 1 will be scheduled on a time and space available basis.

- **Authorized Facility Use By Category**
  - **Category I:** School or District Educational Use
  - **Category II:** Municipalities and other tax-supported agencies for single-use such as for town meetings, Meet the Candidate Nights, etc.
  - **Category III:** Extended use of facilities by municipalities or tax-supported agencies for plays, productions, or multiple night events, not charging fees.
  - **Category IV:** Charitable or non-commercial organizations from within Canyons School District boundaries charging fees, including county and municipal recreation programs.
  - **Category V:** Charitable or non-commercial organizations from outside Canyons School District boundaries.
  - **Category VI:** Commercial organizations.
  - **Category VII:** District appointed

Facility Rental Guidelines

**District Programs & Local School Related Use** (PTA, School Community Group, In-service, etc.)
Use of Canyons School District facilities will be granted free of charge for CSD sponsored programs and activities according to Category 1 of the fee schedule. If use impacts local personnel's normal duties or requires additional personnel, those costs will be charged to the sponsoring group. An exception to this guideline would be the curriculum based class level activities of elementary schools (Science fairs, plays, literature nights, etc.) parent/teacher conferences, officially sponsored PTA meetings or activities, and school community group activities. If the activity requires additional custodial time, that time should be submitted to the office of the District Facilities Scheduler on a District Time Sheet. The office of the District Facilities Scheduler will code and sign the time sheet and forward it to payroll. These costs will be covered by district funds.

No cost for use of district facilities will be charged for Adult and Community Education classes and Curriculum Department sponsored in-service when held at designated locations. The District Facilities Scheduler has the responsibility to send in-service groups to those designated locations. Any other schools/facilities requested are subject to appropriate fees and are granted based on time and space availability. In-service classes sponsored by a local school or PTA and not held in

Contact Information: Mishele Mitchell 801-826-5039 mishele.mitchell@canyonsdistrict.org
conjunction with the Instructional Support Department in-service, will require the approval of the appropriate School Performance Director. If the class requires additional time for the school custodian, that time should be submitted on a District Time Sheet to the School Support Director. The Office of Schools Support will sign the time sheet and forward it to the District Facilities Scheduler for coding. The District Facilities Scheduler will code the time sheet and forward it to payroll. These costs will be covered by district funds.

All groups are responsible to provide their own supplies, including photocopies, paper, markers, chalk, etc. Needed equipment can be requested at the time the room request is completed. School functions will take priority over other activities in scheduling buildings.

**In-Service Use, Other Than School or District Use**

Individuals from the Utah State Office of Education, who wish to hold in-service classes at a Canyons School District school, should first contact the Instructional Support Department and then make arrangements through the District Facilities Scheduler.

As per Utah Code 53G-7-210, prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, and utilities.

**School Clubs**

Facilities will be made available for school clubs to meet according to Category 1 on the fee schedule. Clubs associated with organized sports leagues and not sponsored by UHSAA, such as lacrosse, rugby, hockey, and rodeo club are subject to rental fees for practices and games.

**Inter-local Governmental Agreements**

The Canyons School District may enter into inter-local agreements for the use of properties or buildings with municipalities or tax-supported agencies that are beneficial to the students of Canyons School District. The district may negotiate inter-local agreement fees on an individual basis. Inter-local agreements will be developed at the district level by the superintendent or his designee, with Board of Education approval. The building administrator is not authorized to negotiate inter-local agreements with governmental or other agencies. If a request is made at the school level for use of the building by a governmental agency, they should be referred to the District Facilities Scheduler. Since the local administrator is frequently responsible for or impacted by an inter-local agreement, his/her input should be sought. Inter-local agreements may include such activities as pageants, music and drama productions, recreational activities, etc.

**Election Use**

The Board of Education authorizes the use of Canyons District facilities for election purposes. Local schools are expected to cooperate. The election judge assigned to each site is responsible for setting up the election booth. The school will provide a table and three chairs for each voting district. The voting should be set up near handicapped entrances for easy access. A custodian or sweeper must be present and must be available for assisting the election chairman as needed. The custodial staff should complete regular duties when not assisting election chairman. Custodians working during their regular hours will not be paid extra for assisting with elections. Custodians or sweepers will be paid for extra hours worked at the elementary school sites. This time should be submitted on a Use of Building Report and Time Sheet. A fee will be negotiated and assessed to the County/City to cover district expenses associated with the election use.
Charitable Use
Those wishing to rent the facilities under this category must provide evidence of their non-profit status. Category IV or V fees according to the fee schedule will be charged to recoup building expenses, provide necessary custodial supplies, and for personnel time.

As per Utah Code 53G-7-210, prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, and utilities.

Commercial Use
Canyons School District’s primary mission is the academic, physical, cultural, and emotional development of the students we serve in our schools. Due to the nature of Canyons School District, commercial rentals are discouraged. Large rentals which are taxing on employees and facilities should be referred to professional business agencies which can better serve their needs. Canyons School District does not wish to compete with other local facilities that are created for the purpose of holding public and private events.

Rentals used to gain profit or make a living are deemed to be a commercial rental.

Criteria used to approve appropriate commercial rental are as follows:
1. Is there another facility that could service the rental? The school district should not be in competition with local businesses.
2. Is the requesting commercial entity part of the local school community?
3. What would the impact be on the school facility and school personnel?
4. Does the requesting commercial entity have a business license?
5. If admission or fees will be charged or items sold, the requesting commercial entity must have a Temporary Sales Tax License.

The renter will be charged for all spaces used for such rentals. Only the rented space and adjoining restrooms and common areas may be used. If storage of equipment is required for the rental, a fee will be charged to store equipment or other items.

The renter is entitled to a walkthrough of the rental space requested prior to the event. The renter is then responsible to notify the district scheduler, in writing, of any objectionable conditions, no later than one week before the date of the event.

As per Utah Code 53G-7-210, prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, and utilities.

Equipment
Those renting the auditorium who request to use the lights and sound equipment must also pay a fee for the use of the stage lighting and sound equipment (see fee schedule). Canyons School District trained technicians must be hired to operate auditorium sound and equipment. Any damage to or loss of district equipment must be charged to the renter.

Partnerships
Under the direction of the Office of School Performance, the Director of Facilities Services, Chief Financial Officer and the District Facilities Scheduler, school administrators may form business
partnerships that will be mutually beneficial to the business, the district, and the individual schools involved.

The distribution of revenue from such a partnership will be determined on an individual basis; however, all costs for personnel and building maintenance and utility costs must be covered. An online rental request must be submitted and payment made through the online rental request system, so that there can be a proper distribution of funds to cover district expenses.

**Supervision**

There must be an employee of the school/district present during any building rental from an outside group. If the activity occurs during the custodian’s regular time, additional personnel must be hired to supervise the activity. The supervisor must be accessible to the group using the facility. The District Facilities Scheduler will use discretion in requiring adequate additional supervision by law enforcement and school personnel for the type of activity and the number of people involved. When the kitchen is used, appropriate Nutrition Services staff must be hired to supervise use of the kitchen equipment. A Canyons School District employed technician(s) must be hired to operate the sound and lighting system for use of the auditorium. District personnel who provide services or supervision during a rental must be paid through the Canyons School District Payroll Department. This personnel time should be submitted on a District Time Sheet. Classified employees will be paid at their hourly rate. Certificated employees will be paid at the in-service rate per hour.

**Insurance**

All non-school district groups using CSD facilities must provide evidence of liability insurance in the amount of one million dollars.

Entities that do not have a current policy may contact the insurance company of their choice. Utah State Risk Management (insurance carrier for CSD) offers a commercial insurance program to cover outside entities without insurance. Insurance can also be purchased through the online rental request system. Current information on this insurance is available from the office of the district scheduler.

**Forms**

The District Facilities Scheduler is responsible to insure that all applications for rental are complete and that proof of insurance is included with each application. The school administrator and custodian will be notified of an approved application through the online rental system. The confirmed agreement can be accessed and printed through the online rental system. District personnel must submit a District Time Sheet form when requesting payment for supervision and support. Copies of these forms are included in the handbook and the district website, under Payroll.

**Payment**

Fees will be charged for use of facilities according to the approved fee schedule. All fees will be processed through the online rental system. Personnel time sheets resulting from a rental must be submitted to the district scheduler on a District Time Sheet for proper coding and payment.

A 10% or $200, reserve whichever is greater, will be required on all rentals. This reserve covers damage to the school, additional personnel required, and additional time or space added to the original agreement. If the deposit does not cover these costs, the renter is responsible to cover all.
additional costs. The reserve will not be processed if all costs are covered in the original agreement. If the District Facilities Scheduler must be notified of a cancellation of the planned activity, the contract amount may be refunded, if building and personnel costs are impacted due to the cancellation that portion of the contracted amount will be retained by the district.

**Disbursement of Funds.** At the end of the year, and after all costs for rentals are covered, revenue will be shared between the school and the school district at a 30%/70% ratio. The school’s portion will be deposited to the principal’s discretionary account, and the district’s portion will be retained to pay for capital improvements in district schools.

The District Facilities Scheduler will be responsible to calculate the amount and see that an NPO is created and sent to Accounting for payment to the school.

**Use of Grounds and Outside Facilities**

All field rentals are under the direction of the District Facilities Scheduler. The local school’s use of the fields to meet curriculum and program needs supersedes any other use. Inter-local agreements may be established for recreational programs to use district grounds. When rental is allowed, hours and use must be designated. The UHSAA moratoriums will be enforced for off-season times. Approved users will provide, when needed, sanitation facilities for the duration of their activity. The sanitation facility must be removed from CSD property at the conclusion of the activity. Any group or organization using Canyons School District facilities must adhere to the following standards:

1. All usage will be scheduled through the District Facilities Scheduler.
2. A reserve of 10% of the rental or $200, whichever is greater, will be required of the renting organization for field use. At the end of the rental if the facility is left clean and without damage the reserve will not be processed.
3. The high school football, baseball, and softball fields are off limits to any group other than Canyons School District endorsed athletic programs. Groups such as Ute Football, soccer, rugby, lacrosse, and any other high-wear field usage activity are not allowed to use high school fields. Approved baseball, softball or track programs may use the facilities but are subject to field rental fees. Swimming pools are not available for rent.
4. No outside use will be allowed on the track, tennis courts, softball fields, baseball fields, etc. during school hours.
5. Athletic directors and coaches are not authorized to approve grounds use for any group.
6. Ongoing, organized groups will not be allowed to have unscheduled or uncharged activities.
7. All groups will provide their own adult supervision to adequately monitor facilities used. Monitoring is to maintain order and prevent vandalism and destruction of school and adjoining properties. No unsupervised youth group or organization will be allowed to use the school facilities.
8. No tampering, modifying or abusing of the field-watering equipment is allowed.
9. Users must be respectful and considerate of private properties bordering school grounds.
10. Field marking must be done in such a manner that there is no damage or destruction of the grass (with an approved field marking paint). No gasoline or other herbicide may be used.
11. Portable goals must be set up and taken down each day they are used. Permanent goals are not allowed.
12. Driving of vehicles on playing fields or playground asphalt areas is prohibited. Parking must be in designated parking areas only.

Contact Information: Mishele Mitchell 801-826-5039 mishele.mitchell@canyonsdistrict.org
13. No alcohol, tobacco or drugs are allowed on school grounds.
14. No loud music or inappropriate conduct.
15. No vandalism or destruction of school or adjoining properties or equipment is allowed.
16. School’s power equipment may only be operated by authorized Canyons School District personnel.
17. Supplies or equipment belonging to the school or its students may not be removed from the premises.
18. No climbing on fences or backstops.
19. Rental groups must be willing to sign a hold harmless agreement for field usage.

- Non-compliance of these standards will result in forfeiture of further use.
- These standards will be distributed to all teams using district property through inter-local agreements with the various recreation programs.
- Municipalities using Canyons School District facilities for leagues through an inter-local agreement share the responsibility to enforce the above standards.

Restrictions
The District Facilities Scheduler will deny requests that would disrupt regular programs or threaten damage to the facility or grounds.

District personnel cannot be compelled to work on Sundays or holidays for school rentals. Therefore, Sunday and holiday rentals are strongly discouraged.

Because of the time commitment required of district staff and the limitations placed on school use of the building, on-going rentals will also be discouraged.

Computer labs, tech labs, shops, and swimming pools are not to be rented.

Elementary and middle school grounds close at 10:00 pm. High school grounds close at midnight. All district policies, state and local laws will be enforced.

A school’s power equipment may only be operated by authorized Canyons School District personnel.

Supplies or equipment belonging to the school or its students may not be removed from the premises.

References:
Under the provisions of the Civic Center Act, school facilities may be used as civic centers as described in the Utah Code:

UTAH CODE
53G-7 Public School General Requirements
Part 2 – Powers and Miscellaneous Duties

53G-7-209. Use of public school buildings and grounds as civic centers.

Contact Information: Mishele Mitchell 801-826-5039  mishele.mitchell@canyonsdistrict.org
(1) As used in this section, "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.

(2) Except as provided in Subsection (3), all public school buildings and grounds shall be civic centers.

(3) The use of school property as a civic center:
   (a) may not interfere with a school function or purpose; and
   (b) is considered a permit for governmental immunity purposes for a governmental entity under Subsection 63G-7-201(4)(c).

(4) The organizer of an event may not use a civic center unless the organizer resides within the geographic boundaries of the school district in which the civic center is located.

53G-7-210. Local school boards' and charter school governing boards' responsibility for school buildings and grounds when used as civic centers.

(1) As used in this section, "civic center" means the same as that term is defined in Section 53G-7-209.

(2) A local school board or charter school governing board:
   (a) shall manage, direct, and control civic centers;
   (b) shall adopt policies for the use of civic centers;
   (c) may charge a reasonable fee for the use of a civic center so that the school district or charter school incurs no expense for that use;
   (d) may appoint a special functions officer under Section 53-13-105 to have charge of the grounds and protect school property when used for civic center purposes;
   (e) shall allow the use of a civic center, for other than school purposes, unless it determines that the use interferes with a school function or purpose; and
   (f) shall ensure that school administrators are trained about and properly implement the provisions of this section and Section 53G-7-209.

76-10-106. (3) (a) Prohibition of smoking in elementary and secondary educational facilities and child care centers.

3. A person may not smoke or use tobacco in any area of the following facilities or locations whether or not they are also public places:
   a. Public or private elementary and secondary school buildings and educational facilities and the property on which those facilities are located.

53G-8-602. Possession or consumption of alcoholic beverages at school or school-sponsored activities.

(1) Except as approved by a local school board as part of the curriculum, a person may not possess or drink an alcoholic beverage:

   (a) inside or on the grounds of any building owned or operated by a part of the public education system; or
(b) in those portions of any building, park, or stadium which are being used for an activity sponsored by or through any part of the public education system.
## CANYONS SCHOOL DISTRICT

### BUILDING RENTAL FEE SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Category I</th>
<th>Category II</th>
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<th>Category IV</th>
<th>Category V</th>
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**Gym**

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<th>Category V</th>
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<tbody>
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**Dance/Wrestling Room**

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**Kitchen**

*(Lunch Manager MUST be present)*

<table>
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<tr>
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**Cafeteria**

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<td>$150/hour</td>
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</tbody>
</table>

Computer labs, tech labs, shops, swimming pools, etc. are not to be rented.

Above costs reflect rental of the space only. Personnel and equipment costs will be added as per agreement for Categories II, III, IV, V, and VI.

<table>
<thead>
<tr>
<th>Personnel</th>
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</table>

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**Category VI:** Commercial organizations.
CANYONS SCHOOL DISTRICT

OUTSIDE FACILITY AND FIELD RENTAL FEE SCHEDULE

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<td>$10/hour</td>
<td>$10/hour</td>
<td>By Agreement</td>
<td>$20/hour</td>
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<td>Middle</td>
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<td>$10/hour</td>
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<tr>
<td>High</td>
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<td>$20/hour</td>
<td>$20/hour</td>
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<td><strong>Football Fields (Per Field)</strong></td>
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<td><strong>Track</strong></td>
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<tr>
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<td>Not Available</td>
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<td>By Agreement</td>
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<td><strong>Parking Lots</strong></td>
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<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
<td>By Agreement</td>
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</tbody>
</table>

*Artificial turf fields only

Canyons School District

Stadium/Artificial Turf Field—Rental Fees and Requirements

Contact Information: Mishele Mitchell 801-826-5039 mishele.mitchell@canyonsdistrict.org
High school stadiums are not available for rental. Stadiums are available for CSD high school sanctioned and Club sports.

Stadium lights: $25/hr.

Sound System/Scoreboard/Press Box: $25/hr.
A Canyons School District technician must be hired to operate sound system, scoreboard and light equipment.

Each Technician: $30/hr. **Required.**
For use of sound system, scoreboard and light equipment.

Each Custodian: $30/hr. **Required.**
Number of custodians needed is based on crowd size:
- 200 people or less - 1 Custodian
- 200-400 people or less - 2 Custodians
- 400-1,000 people or less - 3 Custodians
- Full Stadium - 4 Custodians (min.)

Each Supervisor: $50/hr. **Required.**

Police Officers: **Required.**
Renter is required to contract with the local police department. The local Police Department will dictate the hourly rate and number of officers required based on crowd size and type of event.
Proof of arrangement for police presence must be provided in writing to the Facilities Scheduling Department prior to the event, as part of the rental agreement.
POLICY—300.1—SCHOOL ACCESS

POLICY NUMBER: 300.1
ADOPTED: 8.18.2015

RESCINDS: ECAB; ECABB; KFB
ADOPTED: 6.10.03; 10.17.06; 6.10.08

BOARD POLICY

1. The Board of Education is committed to school access for students, parents, and the broader community, subject to Federal and State law and accompanying regulations. (Policy—400.2/500.1—Nondiscrimination). Specifically, the Board authorizes use of school buildings and grounds as civic centers as a limited public form to district residents for supervised recreational activities and meetings consistent with state law (See, Utah Code 53G-7-209). In accordance with 53G-7-210 (1)(2), the Board shall manage, direct, and control the use of school buildings and grounds when used as civic centers. The Board shall charge a reasonable fee for the use of school facilities as civic centers so the District incurs no expense for that use.

2. The Board also recognizes the need to maintain security at all school buildings and to operate each facility owned or utilized by the school district in a manner which will reasonably assure the safety of individuals participating in school district functions and activities. The Board retains the authority to close any school activity or facility or school bus to persons not specifically authorized by the Board or local administrators.

3. The Board authorizes the Superintendent and District Administration to establish administrative regulations for the proper security and access of school facilities consistent with this policy, subject to review and approval by the Board.

ADMINISTRATIVE REGULATION—300.1-1: (Parents of Students with Disabilities; IDEA)

1. In accordance with the Individuals with Disabilities Education Act (IDEA) as amended in 2004, parents of students with disabilities are entitled to the same access as general education parents as well as the opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the child and the provision of a free and appropriate public education (20 USC §1415(b)(1); 34 CFR §300.501(a)). Beyond this parental participation, parents of students with disabilities have no entitlement to access school premises.

ADMINISTRATIVE REGULATION—300.1-2: (Civic Centers)
The Board shall charge a reasonable fee for the use of school facilities as civic centers so the District incurs no expense for that use.

1. The Board authorizes the Administration to establish the facility rental guidelines, a fee schedule, and personnel necessary to manage the rental and use of school buildings and grounds for other than school purposes. The Board will review and approve the facility rental guidelines and fee schedule as needed. The Director of Facilities Services shall administer the rules and guidelines and see that all schools follow established procedures.

**ADMINISTRATIVE REGULATION—300.1-3:** (Parent and Visitor Access)

1. Parents, guardians, relatives and acquaintances are invited and encouraged to enter schools to participate in specific activities, meetings and appointments with teachers and administrators. Parents and guardians do not have the right to attend school with their children or access school premises, including school buses, without specific authorization by school administration. Such authorization may be withdrawn without prior notice and a parent or guardian's continued presence after authorization has been withdrawn will be considered school trespass.

**ADMINISTRATIVE REGULATION—300.1-4:** (Administrator Responsibilities)

1. In accordance with federal and state statutes and local ordinances, school administrators are vested with authority to limit or control access to any school facility or activity. This includes the authority of the local school administrator to take reasonable steps to prohibit the transport of contraband onto the school facility or to a school activity and to restrict or prohibit access by persons who are not specifically authorized or required by law to be present in school facilities, at school activities, and on school buses.
2. The administrator is to have an understandable knowledge of the legal basis of this regulation so that he/she may properly interpret and enforce them.
3. The administrator shall inform his/her staff and students of the legal basis of this regulation.
4. The administrator shall have the right to utilize every effort in the protection of personnel and property. He/she may, as he/she deems necessary, secure assistance from an appropriate law enforcement agency.
5. The local school administrator retains the discretionary authority to restrict access of school visitors to only those portions of the school reasonably associated with the purpose of the visit. Permitted access to a portion of the school does not grant access to all areas in the school.
ADMINISTRATIVE REGULATION—300.1-5: (Master Keys and Key Codes)

Principals have the responsibility for building security and the issuing of keys/codes subject to the accompanying regulations:

1. Master keys, card access keys, and security codes will be issued as follows:
   1.1. High School
       1.1.1. Appropriate keys/codes for each administrator, athletic director, custodian, and additional personnel approved by the principal and the School Performance Director.
   1.2. Middle School
       1.2.1. Appropriate keys/codes for each administrator and custodian.
   1.3. Elementary School
       1.3.1. Appropriate keys/codes for each administrator, head secretary, custodian, and senior sweeper. If the school offers a breakfast program, or other local school concerns exist, the nutrition service manager shall also be issued keys/codes with the approval of the School Performance Director and Director of Facilities Services.

2. No master keys, card access, or security codes shall be issued to or used by any individual other than those specified in item 1 above.

ADMINISTRATIVE REGULATION—300.1-6: (After-Hour Facility Access)

1. Any access after hours requires prior arrangements with the principal. After hours is defined as that time when the custodian is not scheduled to be in the building. This applies to all alarmed buildings including portable classrooms. The principal or designee shall inform Alarm Response of all persons authorized to be in the building after hours. Alarm codes are not to be given to unauthorized employees.

2. All elementary and middle school employees are to be out of the school by 8:00 p.m. and on weekends and holidays, except night custodial staff, unless prior arrangements are made with the principal and Alarm Response.

3. All high school employees are to be out of the school by midnight or 12:00 a.m., except for night custodial staff, unless prior arrangements are made with the principal and Alarm Response.

4. Entry into the school before or after regular hours requires a clearance call to Alarm Response.

5. Students are not to be issued keys/codes or allowed in a building without adult employee supervision.

6. No keys/codes are to be issued to any member of a community, club or organization.

7. Alarm Response shall be notified immediately if a school key is lost or stolen or if an unauthorized individual has obtained an access code.
8. Employees who copy a key or disregard or fail to follow this policy shall be subject to disciplinary action or termination.

EXHIBITS
None

REFERENCES
The Individuals with Disabilities Education Act (IDEA) as amended in 2004 (20 USC §1415(b)(1); 34 CFR §300.501(a)).

Utah Code Annotated: §76-9-102 Disorderly conduct;
Utah Code Annotated: §53G-8-603 Criminal Trespass Upon School Property;
Utah Code Annotated: §76-9-106 Disrupting the Operation of a School; and
Utah Code Annotated: §76-9-107 Unauthorized Entry of a School Bus; and

Salt Lake County Ordinance: §10.32.010 Offenses In and About Schools, Colleges, and Universities.

FORMS
None

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District’s currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.