

## **SCHOOL USE DURING UNOCCUPIED HOURS**

### **Background**

The District has moved to a practice which will blackout schools weekdays between 11:00 p.m. and 6:30 a.m., and weekends. This practice conforms to existing procedures for energy conservation as well as meeting objectives to reduce vandalism.

### **Procedures**

1. During the above hours District staff are not expected to be in the schools. Exceptions and weekend access is to be co-ordinated and approved by the Principal. The security arrangements become the responsibility of the employee, including re-arming of the school.
2. After hours, use of school equipment, labs and shops is not permitted for reasons of liability unless directly related to classroom educational objectives and approved in writing by the Principal. A [Use of School Facilities Form \(Form 550-1\)](#) is to be submitted and signed by the employee for personal uses. Permission in these cases is at the discretion of the Secretary Treasurer.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Occupational Health and Safety Regulation  
British Columbia Building Code  
National Building Code  
National Fire Code

Adopted: September 24, 2002  
Revised: June 25, 2019