

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: September 21, 2006

REVISED: February 19, 2026

710. USE OF FACILITIES BY STAFF	
1. Authority	<p><b>Authority</b> The Joint Operating Committee establishes that school equipment and facilities may not be used by school staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.</p> <p>The Joint Operating Committee specifically prohibits:</p> <ol style="list-style-type: none"><li>1. Personal use of school telephones.</li><li>2. Personal use of materials, tools, supplies and equipment.</li><li>3. Personal use of school vehicles.</li><li>4. Personal use of school computers and e-mail addresses.</li></ol>
2. Guidelines	<p><b>Guidelines</b> School facilities and equipment are available for staff use only if:</p> <ol style="list-style-type: none"><li>1. In accordance with applicable collective bargaining agreements.</li><li>2. Such use is clearly within the authorization granted in Joint Operating Committee policy.</li><li>3. Prior approval has been granted by resolution of the Joint Operating Committee, i.e. a school-assigned vehicle.</li><li>4. Temporary approval has been granted by the Administrative Director and reported to the Joint Operating Committee.</li><li>5. A personal emergency exists in which life or property is endangered.</li><li>6. A valid use of facilities permit has been issued.</li></ol>