



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

≈

Spring Green, Wisconsin 53588

≈

Phone: 608-588-2551

731.1

Key Distribution

Key distribution and management shall be the responsibility of the building principals. Master keys and warehouse keys shall be the responsibility of the Custodial Supervisor.

Staff Members:

Building and room keys will be issued to staff members upon employment. A signature is required to obtain a key. Keys shall be issued for the express use of staff members and shall not be loaned to outside personnel or students. When a key is lost, the Building Principal/Administrative Building Coordinator should be notified immediately. A \$10.00 fee will be charged to replace each lost key.

Outside Personnel:

A Facilities Use Request Form must be approved by the Building Principal/Administrative Building Coordinator before keys can be issued. Necessary keys will then be issued with a \$20.00 deposit per key to be refunded upon return of the key. Keys should be returned by the stated return date. When a key is lost, the Building Principal/Administrative Building Coordinator should be notified immediately. Lost keys will result in the non-refund of the \$20.00 deposit per key.

Keys may not be duplicated by individuals without prior authorization from the Building Principal/Administrative Building Coordinator.

CROSS REF.: Policy #830 - Use of School Facilities
 Policy #830-Rule – Facilities Use Regulations
 Policy #830-Exhibit – Facilities Use Request Form

APPROVED: July 13, 1989

REVISED: December 11, 1997

APPROVED: January 8, 1998