



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street ≈ Spring Green, Wisconsin 53588 ≈ Phone: 608-588-2551

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Facility Access and Security

The distribution, collection, and management of keys/fobs shall be the responsibility of the building principals. Master keys and warehouse keys shall be the responsibility of the Business Manager.

Staff Members:

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

Outside Personnel:

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

Keys may not be duplicated.

The Board encourages teachers and staff to use buildings and facilities after regular school hours to further the educational opportunities of students in the district. For protective reasons, all buildings shall be closed at the completion of school-related activities. Maintenance personnel, or designee(s), shall be responsible for locking the buildings.

CROSS REF.: Policy #830-Exhibit – Facilities Use Request Form

APPROVED: July 13, 1989

REVISED: March 14, 2019

APPROVED: April 11, 2019