

**DISTRICT PROPERTY AND FACILITIES**

**I. Management:** The care, custody, and safekeeping of all District property, buildings, and grounds shall be the general responsibility of the Facilities Coordinator and Maintenance. Each employee of the District shall utilize reasonable means to preserve and maintain the District's buildings, facilities, grounds, furniture, and equipment in good condition and to protect such items from loss. Employees should use reasonable measures to conserve energy and reduce operating costs.

**II. Facilities Planning:** The Board shall develop and implement facility plans for the District that will meet the present and future educational requirements of the District. Construction of new buildings and renovation of existing buildings shall be in accordance with the facility plans established by the Board. The Superintendent shall be responsible for reviewing, analyzing, and recommending present and future facility needs to the Board.

**III. Use of Facilities:** The primary use of District buildings, facilities, and equipment shall be for the District's educational and extra-curricular programs. However, the community is encouraged to use District buildings, facilities, and equipment when appropriate. Therefore, in accordance with Administrative Regulations and appropriate fee schedules, District buildings, facilities, and equipment shall be available for use by the community when such use does not conflict with the District's educational and extra-curricular programs.

**IV. Use of Equipment:** No equipment owned by the District may be removed from District property except as may be necessary and/or appropriate in order for an employee to perform the employee's position. Such removal shall be approved in writing by the Superintendent. Any money or funds generated by the use of the District's equipment shall be the property of the District and shall be deposited to the credit of the appropriate District account. Employees are responsible for the maintenance of all equipment and tools assigned to their program and shall establish a system for accomplishing routing preventative maintenance of such equipment.

**V. Disposal of Surplus District Property:** When the Board determines that any real or personal property of the District is no longer needed for District purposes, it may direct the disposal of such property by sale, exchange, lease, lease-purchase, sale and partial lease-back, or as otherwise allowed by law. Real property shall be disposed of by utilizing the procedures provided for by law. In the disposing of surplus District property, the District shall utilize procedures to maximize, to the extent practicable, the price received for such surplus property.

**VI. Use of Tobacco:** All District property is designated as non-smoking and tobacco free. Smoking or the use of any tobacco product, including but not limited to cigarettes, cigars, pipes, smokeless tobacco, or vapor e-cigarettes shall not be allowed in any District-owned building, anywhere on District's campus, or in any vehicle owned or leased by District. All entrances to any District-owned building shall be posted with signs stating that smoking and the use of tobacco is prohibited. Smoking or other use of the above listed tobacco or vapor e-cigarette related products by District employees or students while in or on school properties or while participating in a District-sponsored event are specifically prohibited.

Compliance with this policy by all students and employees is expected based on our commitment to a healthy environment to live, work and learn. Emphasis will be placed on creating a positive and healthy culture, free of tobacco and should be a cooperative effort, encouraged by all administrators, faculty, staff and students. Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process. Visitors to the campus are subject to this policy and may be asked to leave for refusing to comply with this policy.

**VII. Alcoholic Beverages:** The use, consumption, or possession of alcoholic beverages, including low-point beer, on District property or in District facilities is prohibited.

**VIII. Gifts to the District:** The District will only accept gifts of land or buildings when approved in advance by the Board. The Superintendent has the authority to accept or reject all other gifts according to the best interests of the District.

**IX. Distribution of Literature:** Subject to the approval of the Superintendent, the District may allow the distribution of literature or posting of notices in buildings which relate to school activities, which are informational materials, or which relate to employment opportunities, community events, or cultural activities.

**X. Inventory:** The Superintendent shall be responsible for maintaining an accurate inventory of all District equipment, vehicles, and fixed assets. All equipment purchased with federal funds shall be labeled in accordance with applicable law and regulations.