



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

USE OF DISTRICT EQUIPMENT, FACILITIES, AND SERVICES BY EMPLOYEES AND BOARD MEMBERS | 5008.2

In order to avoid the perception of a conflict of interest or general gain at the expense of one's position in connection with the District, it is recommended that employees and Board members do not request use of District equipment, facilities, and services.

If it becomes necessary for an employee or a Board member to use District equipment, facilities, or services, a request is to be submitted to the Assistant Superintendent or, in the case of technology equipment, to the Manager of Technology or the employee's supervisor – for prior approval. The same District request and liability forms must be completed and submitted, and the rates and charges applicable to the general community apply. Additionally, in the case of technology equipment, employees are responsible for following all applicable State, Board, and District guidelines governing the sign-out and use of technology equipment in the District.

This administrative memorandum does not change the practice of District administrators meeting with community groups and organizations on school-related matters or assisting community organizations in serving the immediate community and District students. School offices and conference rooms are still available for these meetings without filing forms.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.

Office Responsible	Authorizing Code	RCCSD Board of Education Policy 5008	Issued	January 5, 2010
References	Assistant Superintendent		Revised	September 1, 2010
	N/A			