



## 4501 EMPLOYEE FACILITY USE POLICY

Policy Type: Facilities  
 Applies To: All Employees  
 Approved By: LCS Head of School  
 Policy Reviewed: every 2 years  
 Adopted: 06 2020  
 Revisions: 06 2022  
 05 2023

### 1. PURPOSE

The purpose of this policy is to outline the responsibilities of all LCS employees to steward facilities and ensure equity and safe access for all members of the community.

### 2. WORKING ALONE POLICY

- (a) If working alone after 6:00pm, staff are required to work in a high traffic and high visibility area.
- (b) Staff must sign in and sign out if working alone in the building any time after 6:00pm outside of school hours or on holidays and weekends. Clipboards are located by alarm panel in each building.

### 3. BEFORE OR AFTER-HOURS FACILITIES USE

- (a) Staff may not provide non-staff, parents or students with keys or alarm codes for facilities.
  - 3.a.1. Athletic Directors, Director of Operations, or a Principal may provide non-staff with a key for building access, but the key must be returned at the end of the term (i.e. season) that access is needed for.
  - 3.a.2. Staff may not provide access to students or community users outside school hours without prior permission of Campus Principal.
  - 3.a.3. Volunteers and non-staff may conduct school-related activities (i.e. practices) on campus without staff supervision, provided they have cleared Criminal Records Check and are in good standing with LCS.
  - 3.a.4. There must be a minimum of two responsible adult supervisors present with valid Criminal Records Checks in the event that an activity requires the use of LCS facilities without a staff member present.
  - 3.a.5. All athletics practices and other school related activities planned outside school hours must be documented on athletics and facilities calendars.
- (b) Staff may use the gym, weight rooms, or other spaces before or after hours with the principal's and/or Director of Operations permission.
- (c) Staff may use school facilities for personal use for any activity that is reasonably judged to be a school-related activity involving LCS students, alumni or family, but must make a formal rental

agreement and provide proof of insurance if conducting any activity that is non-school related or not involving LCS students.

#### 4. NON-SCHOOL RELATED USE OF FACILITIES BY STAFF OR BOARD MEMBERS

- (a) To ensure equity of access to school facilities, non-school-use activities that staff shall require a formal rental agreement include, but are not limited to:
  - 4.a.1. Family parties or celebrations involving one or more non-staff or non-students.
  - 4.a.2. Church or community group activities.
  - 4.a.3. Personal or private business or self-employment related activities.
  - 4.a.4. Strata meetings.
  - 4.a.5. Any activity related to an organization registered under the Societies Act of British Columbia.
  - 4.a.6. Any meeting or activity related to a political party, organization, campaign or lobby group.
  - 4.a.7. Any activity requiring use of LCS facilities that a staff member is receiving payment for or collecting fees for.
- (b) Staff may not provide unsupervised non-staff access to any LCS facility and may be found liable and/or responsible for injuries or damages sustained or caused by individuals they have provided access to.

#### 5. BUILDING ACCESS AND SAFETY

- (a) All staff are required to complete annual Health and Safety Orientation prior to the beginning of each school year.
- (b) Staff are to assist in the daily maintenance and cleaning of the facility by removing all trash, student work, materials or other items at the end of each day which may interfere with cleaning surfaces.
- (c) Staff are expected to keep access ways and windows clear of obstacles to allow ventilation and ease of traffic.
- (d) Staff are to ask for assistance if using ladders, installing anything requiring tools and/or moving heavy items while on campus.
- (e) Principals are responsible to ensure that hallways and common areas are not cluttered with student property and/or garbage at the end of every day.

#### 6. CLASSROOM USE

- (a) Classrooms are common, shared spaces. In some cases, classrooms are stewarded by a teacher. Classrooms must be maintained and organized in such a way that other users or rental groups can potentially use them when not scheduled for the teacher's classes.
- (b) The teacher is responsible for the security and neatness of the classroom as well as ensuring that the classroom is conducive to learning.
- (c) Staff may not affix posters or other materials to walls or windows except where bulletin boards exist.
- (d) Staff may not use push pins or tape or other materials which damage paint and wall surfaces.
- (e) Paper and other flammable materials may not cover more than 20% of wall space.
- (f) Staff are expected to minimize distracting or overstimulating posters and other materials in their classrooms.
- (g) Posters or other materials which discriminate or communicate un-Christian messages may not be posted.
- (h) Windows and other areas visible to the exterior of the building must be kept neat and orderly.

- (i) Staff may not remove fixtures, ceiling panels, fixed shelving or other physical components of the classroom without permission from Director of Operations.
- (j) Students and staff may not play music or other media on school or personal devices which promotes hatred or uses language that discriminates in any way on the basis of gender, sexual orientation and identity, race, ethnicity or religion.

7. SHARED SPACES, COMMON AREAS, HALLWAYS

- (a) Staff may not store furniture, fixtures or other items in hallways or common areas.
- (b) Students and staff may not post anything in hallways without campus administrative approval with the following exceptions: student work, advertisements for school or LCS community events on bulletin boards only.
- (c) Posters and other promotional materials may not be posted on walls or windows, and may only be posted to bulletin boards.
- (d) Custodians will remove and discard any materials posted on walls, windows or other fixtures which are not approved under the guidelines of these policies.

8. FURNITURE, FIXTURES AND EQUIPMENT

- (a) Staff may not bring microwaves, lighting or other electric appliances for personal use in classrooms without prior approval from Director of Operations.
- (b) Where approved, staff are encouraged to use energy efficient lighting and electric appliances and to ensure they are powered off outside of school hours.
- (c) Staff may not bring couches or other furniture from outside the school without permission of the Director of Operations.
- (d) All furniture, fixtures and equipment required for instructional use or classroom design must be approved by Director of Operations.

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Reviewed: 12 2025