



**WINDHAM SCHOOL  
DISTRICT**

**NUMBER: SD-11.13**  
**DATE: November 29, 2012**  
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**SUPERSEDES: OP-11.13  
June 10, 1996**

## **SUPERINTENDENT DIRECTIVE**

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**SUBJECT: USE OF EDUCATION FACILITIES**

**AUTHORITY:** Texas Education Code Chapter 19; Windham Board Policy (WBP)-03.02,  
“Windham School District Superintendent Responsibilities and Authority”

Reference: TDCJ Administrative Directive (AD)-07.01,  
“Operational Support of Windham School District Programs and Services”

**APPLICABILITY:** Windham School District (WSD)

### **POLICY:**

The primary function of all educational facilities is for educational purposes. The unit principal is the designated custodian of all educational buildings and shall regulate all school and non-school related activities which occur in these facilities. The unit principal (or designee), in conjunction with the warden, will be responsible for granting permission for the use of educational facilities for non-educational activities.

### **PROCEDURES:**

- I. Persons wanting to use educational facilities shall submit a written request to the principal stating the specific purpose for use of the building and a detailed schedule of the planned activities.
- II. To accurately schedule facility use and to establish a specific contact person responsible for the care of the facility, the principal (or designee) shall keep a record of the departments, organizations, or persons who make the request and the requested times for the use of the facilities.
- III. During the time of the scheduled use of the building, the designated contact person is responsible for:
  - A. Caring for the facilities;

- B. Moving any equipment;
- C. Reporting any damages which may have occurred during the time of use;
- D. Supervising any offenders in the educational building;
- E. Maintaining order; and
- F. Restoring the facility to its original state of operations.

Signature on file \_\_\_\_\_  
Debbie Roberts, Superintendent  
Windham School District