

SECTION 5000 USE OF FACILITIES AND EQUIPMENT

Use of Facilities by Teachers' Association

5205

The Community High School District 155 Teachers' Association and its representatives shall have the opportunity to use school building facilities for meetings at any reasonable time, upon receiving prior approval of the Building Principal or his delegate. Should special custodial service be required, a reasonable charge shall be made to cover the additional expense.

Use of Equipment by Teachers' Association

5210

The Teachers' Association shall have the opportunity, upon authorization, as outlined herein, to use school equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, micro-computers and all types of audio-visual equipment, such use to be at reasonable times when the equipment is not otherwise in use, and subject to the following:

1. Approval of the department chairman or administrator responsible for the equipment requested, based upon the prior knowledge of the department chairman or administrator that the borrower knows the proper use of the equipment.
2. Use shall not be granted if the curricular program or classroom use is thereby affected.
3. Equipment may not be removed from the building without prior approval of the Principal or his delegate.
4. The borrower agrees to assume any reasonable cost incidental to the use of such equipment, such as:
 - a. Special paper, carbon paper, duplicating stencils, photo copy paper, films, etc.
 - b. Rental cost of special materials, such as slides or films not an actual part of the current school library.
 - c. Repair or replacement of damaged or lost equipment.
 - d. Long-distance phone calls not directly related to conventional school business.

Communication and Mail - Teachers' Association

5215

1. The Teachers' Association shall have the opportunity to post notices of activities and matters of concern to the Association. The Principal of each school and a representative from the Association will mutually determine the appropriate location of a bulletin board for such purposes.
2. The Association shall have the opportunity to use the school district mail distribution service between schools, within reasonable limits. Such use includes the use of teacher mailboxes, subject to the following:
 - a. Materials placed in the mailboxes must be cleared through the office of the Building Principal.

- b. The Association will be responsible for the distribution of its own materials in the mailboxes.

Teachers' Association Business

5220

The Teachers' Association and its representatives shall have the opportunity to transact Association business on school property at all reasonable times, provided that such business does not interfere with, or interrupt normal school operations in any way. At no time shall teachers, or other staff members, absent themselves from their assigned responsibilities for such business.

Announcements by Teachers' Association

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The Association President or his representative may be given an opportunity to present brief announcements at building faculty meetings unless requested otherwise by the administration.