

**MENOMINEE INDIAN SCHOOL DISTRICT**

731-Rule

KEYHOLDER RESPONSIBILITIES

Keyholder responsibility for facility security when using school facilities at times when the facility is not otherwise open includes:

- a. monitoring the entrance door when it is open;
- b. locking the entrance door when a monitor is not available;
- c. inspecting all accessible portions of the building after the group's usage;
- d. reporting any damage to the building to the building principal, District Administrator or the police department;
- e. reporting the presence of any strangers or intruders in the building to the building principal, District Administrator or the police department;
- f. returning keys the next day.

APPROVED: May 1995

REVISED: June 1997  
February 27, 2006