



*"Inspire learners, Integrate sustainability,  
Involve community"*

**SCHOOL DISTRICT NO. 64**

**PROCEDURE 6850-5 (form)  
Administrative Approval Form  
District Approved Facilities Access User**

Location:

Activity:

Name:

Phone:

Email:

Address:

Start date:

End date:

This individual has a Criminal Record Check on file.

This individual is aware of the following:

- Expectation of their role as outlined in Board Policies 140, 3100, 407 and 410
- Behavioral expectations outlined in applicable school codes of conduct
- Rules and safety procedures established by the school
- Standard Adult to Student Ratio is between 1:10 and 1:15 if applicable
- The key is to be returned to Administration the earliest of: access is no longer required or by the approved end date above
- The key and code are not to be shared with any other individuals
- Individual is aware that access through codes to buildings is tracked

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Administrator's Name printed

Administrator's Signature

Date

Office Use:

Key Number:	Code Number:
Date Issues:	Date Returned:

Signature of Recipient

Authorized Signature

April 13, 2022