

## **Authorized Use of School-Owned and Non-School Materials or Equipment**

### **School-owned equipment**

School equipment may be loaned to community groups for educational, civic or charitable purposes when:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. The equipment is not unusually expensive and subject to easy damage.
3. The equipment is in good condition.
4. The group will provide a competent operator for any machine loaned.
5. Outside use of the equipment will not interfere with the school program.

Any student or other individual borrowing school equipment must sign an official receipt. A deposit may be required as determined by the principal, business office or the superintendent.

### **Non-school equipment**

The district recognizes that on occasion it is necessary for school employees to borrow equipment from community agencies and/or individuals in order to more effectively carry out the mission of the school. Such authorized borrowing shall only occur with the knowledge and consent of the superintendent or designee. It is the responsibility of employees who borrow equipment to note the condition of the equipment when they receive it and to return it to the owner in the condition in which it was received.

The district will be responsible for the loss or degree of repair which may result from the authorized use of borrowed, non-school equipment for school purposes. Any unauthorized use of non-school equipment by school personnel for school purposes which results in damaged and/or loss of borrowed equipment shall be the personal responsibility of the borrower.

Adopted by the Board: January 24, 1995

Revised by the Board: December, 2005

### **CROSS REF.:**

*Administration policy:*

KF, Community Use of School Facilities