

## **Authorized Use of School-Owned Materials**

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, assistant superintendent or the superintendent.

Records of school property loaned shall be maintained. The building principal will be responsible for this record.

Adopted: 11/22/77

Revised to conform with practice: date of manual adoption

Reviewed by Board of Education: 06/18/15

CROSS REF.: KG, Community Use of School Facilities