

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 valued at more than \$1500 and subject to easy damage.
3. The equipment is in good condition.
4. Outside use of the equipment will not interfere with the school program.

Any organization borrowing school equipment must sign an official receipt. A deposit may be required as determined by the superintendent.

Staff members are not permitted to borrow district equipment for personal use without the prior written consent of the superintendent. Such use will only be granted in emergency situations.

Records of school property loaned shall be maintained.

Adopted: 11/22/77

Revised to conform with practice: date of manual adoption

Reviewed by Board of Education: 06/18/15

Revised: 02/14/19

CROSS REF.: KG, Community Use of School Facilities