

Equipment**Authorized Use of School Equipment**

The Bethany Board of Education (Board) may permit the use of Bethany Public School District (District) equipment by school personnel and community groups when such use does not interfere with the District's educational programs. "District equipment" is defined as including but is not limited to any movable hardware that is not normally identified as part of a room or building, including chairs, risers, tables, portable stages, audio-visual equipment, tools, physical education equipment, and computers.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation, and insurance. Users shall be responsible for reimbursing the District for lost or damaged equipment.

The Board reserves the right to deny use of equipment for non-school use.

School administration and department heads shall be authorized to release equipment assigned to the building or department in accordance with this policy and appropriate administrative regulations.

Personal Use of School Equipment by Employees

School equipment shall not be used by any employee, student, or community group for personal use at any time without prior approval from the Superintendent. No equipment may be removed from school premises for personal use by anyone without prior approval from the Superintendent.

The Superintendent shall work with the school administration or department head to develop specific procedures for the use of school equipment by employees working in the regular or extracurricular program during times when school is not normally in session.

Similar procedures shall be developed for maintenance and custodial employees performing duties outside regular working hours.

Policy adopted:	September 9, 1991
Policy reviewed:	May 9, 2012
Policy revised:	April 13, 2016
Policy revised:	November 9, 2016
Policy revised:	April 7, 2021

Source: CABE