

Policies of the Board of Education

Series 700: Support Services

**EQUIPMENT USE GUIDELINES FOR DEPARTMENTS**

742-Rule

1. Each instructor will be responsible for keeping an accurate inventory of equipment.
2. Each instructor will develop a procedure for signing out equipment to District employees for use in school-related activities.
3. Students will have first priority to the tools and equipment for classroom use. It will be the instructor's responsibility to see that any equipment that has been checked out is returned promptly for the student's use.
4. All repair or replacement cost will be the responsibility of the individual checking out the equipment.
5. Departments will not check out consumable material.

Adopted: 1/10/83

Revised: March 1994

Waunakee Community School District