

COMMUNITY RELATIONS

Authorized Use of School Equipment

School District owned equipment shall not be loaned for personal use unrelated to the instructional programs of the school. Selected pieces of equipment may be loaned to community groups, provided there is no conflict with the scheduled use of classroom instruction.

Examples of equipment that may be loaned to the community groups are:

1. Overhead/Slide Projector
2. Tables
3. Chairs
4. Risers

Examples of equipment that **may not** be loaned to community groups are:

1. Computer Equipment – Desktop or Laptop Computers, Computer Projectors or other computer related equipment.
2. Televisions
3. VCR'S or DVD'S
4. Microscopes
5. Digital Cameras
6. Video Equipment

Proper controls will be established and monitored by the District Administration to assure the borrower's responsibility for and return of all such equipment. A standard district equipment checkout form will be used with the approval being granted by the building Administrator or Superintendent of Schools.

Policy History:

Adopted on: September 12, 2005

Revised on: