

Authorized Use of School-Owned Materials

The Board designates the superintendent and the assistant superintendent for business and auxiliary services as the persons authorized to approve or disapprove requests for the use of school equipment. In making this determination, the following guidelines shall be followed:

1. Permission shall be granted only to community organizations that have their principal offices located within the boundaries of the school district.
2. No permission shall be granted if the intended use is for private financial gain or benefit for the community organization.
3. In determining whether to approve or disapprove requests for such use, preference shall be given to community organizations for events which hold a great deal of interest for local residents.
4. The community organization shall supply and pay for all needed consumable supplies for any borrowed piece of school equipment that uses consumable supplies.
5. If a request for the use of any school equipment having substantial value is approved, as a condition of such approval, the district may require a deposit fee to ensure that the equipment will be returned in the same condition as when loaned.
6. Requests for use of school equipment shall be made to the superintendent or assistant superintendent for business and auxiliary services who may either jointly or individually approve or disapprove the request. The decision of the assistant superintendent for business and auxiliary services or superintendent shall be final.
7. Any organization using school equipment shall pay for the needed repair or replacement of any piece of school equipment that has been damaged or broken during use.
8. Before any school equipment is used by any community organization, a representative of the organization shall agree in writing to be responsible for the piece of equipment during the time of its intended use by that organization. The organization shall agree in writing to repair or replace the piece of school equipment in the event it is damaged or broken during the time of its use. The organization shall waive any and all claims that it or any of its members might have as a result of the use of the equipment. The organization also shall agree in writing to hold the school district harmless for any and all damages or injuries that might result to persons or property during the time that the school equipment is being used by that organization.
9. In addition to community organizations, school employees may use school equipment for the benefit of district students if the following requirements are met:

- a. Approval of such requests must be obtained from the principal of the school in which the equipment is located.
- b. The employee signs a written agreement specifying the equipment to be used.
- c. The employee uses the equipment only for preparing materials to be used by students enrolled in the district.

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