

Houston County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Leasing and Renting	Descriptor Code: 3.301	Issued Date: 07/08/13
		Rescinds: ECE	Issued:

Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties in whose name the equipment is lent or rented will be responsible for any damage to the equipment.

Staff members may borrow school equipment and materials at no cost when such use is related to their employment.

Students may borrow school equipment and materials at no cost when used in connection with their studies or extracurricular activities.

Staff members borrowing school equipment for personal use will be subject to the same regulations, including fees, as for non-school usage.

School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop tools), and cleaning and maintenance equipment are not for personal use by anyone.

The principal shall establish proper controls to assure the return of all borrowed and rented equipment