

AUTHORIZED USE OF DISTRICT-OWNED MATERIALS AND EQUIPMENT

District equipment may be loaned and/or rented to community groups for educational, civic or other community-based purposes when:

1. The group or individual using the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession and all other liability associated with its use.
2. The equipment is not unusually expensive or subject to easy damage or does not require specialized training to be used.
3. The equipment is in good condition.
4. The group or individual will provide a competent operator or pay for the cost associated with an operator provided by the district.
5. Use of the equipment will not interfere with a school or district program.
6. Use of the equipment is not for, nor results in, an individual's personal gain or benefit.
7. In conjunction with a use of a district facility, a Use Permit has been completed by the user and approved by a building principal or designee.

Any individual or group using district equipment must either sign an official receipt or have the use designated on a Permit for Building and Facility Use. District administrators or designees are responsible for approving district facility and equipment use. Use of district equipment outside of a district facility must be authorized in advance by the superintendent or designee.

Employees who violate this policy shall be subject to disciplinary action up to and including termination.

Adopted prior to 1985

Revised to conform with practice: date of manual adoption

Revised February 1, 1995

Revised August 19, 2009

Cross ref: KF, Community Use of School Facilities