

POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

PROPERTY
7520/page 1 of 2
Loan of School Equipment

7520 LOAN OF SCHOOL EQUIPMENT

The Board of Education believes that district owned equipment is a valuable resource that may be loaned for community use under certain conditions and when such use does not interfere with the educational program of the school.

The Board may lend specific items of equipment on the written request of the user when approval has been granted by School Business Administrator/Board Secretary and when such equipment is unobtainable elsewhere.

The Board of Education wishes to insure the proper maintenance of school instructional equipment as well as to safe guard the tax dollars of the community. Therefore, the Board disallows the use of instructional equipment by community groups off school property. Equipment which can be used by community groups on school property and in accordance with rules and regulations set forth in "Use of School Facilities" policy, are limited to:

1. Film projector;
2. Projector table;
3. Film screen;
4. Filmstrip projector;
5. Overhead projector;
6. Opaque projector;
7. Record player;
8. Public address system; and/or
9. Computer, TV and VCR's.

The applicant must complete application forms at the office for the Principal's approval. A \$25 deposit must accompany the application form.

School equipment may not be used when school is in session. Request for weekend use shall be brought before the Board for Approval.



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7520/page 2 of 2
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School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish a task arising from their school or job responsibilities. The consent of the School Business Administrator/Board Secretary is required for such removal. The removal of school equipment from school property by pupils or employees for personal use is permitted with the prior express written consent of the School Business Administrator/Board Secretary and then only after completion of the district's indemnification agreement.

The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. When equipment authorized for loan requires the services of a qualified operator, the user shall employ the services of a person designated by this district and shall pay such costs as may have been set for such services. With the prior express written consent of the School Business Administrator/Board Secretary and then only after completion of the District's indemnification agreement.

Adopted: 22 July 2004
Revised: 15 March 2012

