

Policy

EQUIPMENT

Equipment purchased by the board of education is intended for support of the educational program.

The superintendent/principal shall oversee the maintenance of all district educational and noneducational equipment in safe working condition. No employee or student shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

Property purchased or acquired by the board of education is public property. The use of district owned equipment outside the school buildings is prohibited. School property shall not be loaned, rented, or in any way made available to any organization, group, teacher, board member, student, or other individual, including tools and equipment, for use outside the school buildings.

Specific items of equipment may be loaned or rented for community use within the school facilities only, after a written request is made to and approval granted by the superintendent/principal. Application for the use of such equipment shall accompany the request for the use of the school facilities and is subject to the same procedures and approval. The individual or organization using the equipment shall be liable for any damage suffered during the period of its use. He/she shall be responsible for its safe return.

School equipment may be available for use within the school buildings for other than school programs and a qualified operator shall be required where appropriate for the use of the equipment. When equipment authorized for loan requires the services of an operator the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the superintendent/principal is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

Adopted:	June 12, 1973
Revised/Readopted:	June 8, 1982
Revised/Readopted:	September 8, 1998
NJSBA Review/Update:	August 2008, September 2008
Readopted:	November 11, 2008

Key Words

Loaning District Equipment

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:19-6.7	Securing machines and equipment
	<u>N.J.A.C.</u> 6A:26-12.2	Policies and procedures for school facility operation

EQUIPMENT (continued)

Possible

<u>Cross References:</u>	*1330	Use of school facilities
	*1410	Local units
	*3250	Income from fees, fines, charges
	*3510	Operation and maintenance of plant
	*3516	Safety
	3530	Insurance management
	4143	Extra pay for extra work
	*4147	Employee safety
	4243	Overtime pay
	*4247	Employee safety
	*5142	Student safety

*Indicates policy is included in the Critical Policy Reference Manual.