

## Loan of School District Equipment

The Board of Education will establish procedures for the occasional use of school district equipment for the school district purposes away from school/work site premises.

School District equipment loaned in accordance with this procedure must be used for school district related business only – it must not be for personal use, income or profit.

The Supervisor/Principal/Manager has final authority to approve or not approve an equipment loan request. This procedure notwithstanding, Supervisors/Principals/Managers may establish work site policy to not loan out equipment under any circumstances.

By approving an equipment loan request, the school/work site assumes all financial responsibility for the equipment loaned out under the agreement.

The Principal/Manager will keep a record of all off-site use of school district equipment, including serial numbers.

School District equipment loaned in accordance with this procedure must not negatively impact the day to day operations of the school or work site.

A requirement to return school district equipment immediately without notice may be given at any time. School District equipment may be loaned for specific school district related business as follows:

- Permission must be received from the Principal/Manager
- The [Equipment Loan Agreement](#) form must be completed and signed by the borrower and Principal/Manager.
- The borrower must agree to be financially responsible for the equipment if it is lost, stolen, damaged or destroyed.
- The borrower must agree to immediately replace/repair the equipment if it is lost, stolen, damaged or destroyed, without waiting for insurance reimbursement.
- The borrower must agree to take all reasonable measures to prevent abuse of the equipment and not lend it to a third party.
- The borrower must guarantee to return the equipment within the time frame stipulated.

### **Date Adopted: May 2004**

#### *Definition:*

- *School District Equipment – All owned, non-owned and/or leased equipment for which the school district is responsible.*