

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

USE OF SCHOOL EQUIPMENT

I. INTRODUCTION

- A. The School Board believes that the school's function in the communities extends beyond the school day. Each facility is a community resource and should be used accordingly. Policies and administrative guidelines are necessary to insure that school resources are used wisely so equipment will be available and in good condition for instructional use. Within the scope of this policy, school equipment may be used by the public for non-instructional purposes.

II. GUIDELINES

- A. No school equipment of any kind may be taken from the building by staff, students, or other adults without approval of the superintendent, principal, or audiovisual coordinator according to the terms of this policy.
- B. Audiovisual equipment may not be taken from the building by staff, students, or other adults without checking it out with the audiovisual coordinator according to the terms of this policy.
- C. Audiovisual equipment is to be checked out in the library between 3:30-4:00 p.m. It is to be returned the next day between 8:00-8:30 a.m. - unless arrangements are made to the contrary.
- D. If equipment is damaged, repairs will be made or arranged for by the school and the actual cost billed to the user.
- E. Use of school equipment is limited to the confines of the school district.
- F. Equipment will not be checked out to students. Adults checking out equipment for student use assume responsibility.

III. TERMS

- A. School equipment may be loaned at reasonable rental rates to community groups only upon evidence or emergency need or for the furtherance of worthy civic or community enterprises, subject to the discretion of the building administrator.
- B. Request for equipment should be made at least forty-eight (48) hours prior to use.
- C. Payment is made to the bookkeeper prior to use for all but hourly and mileage rates.
- D. There is no charge for equipment use on site except for *copies made on copy machines*. Individuals or groups must get permission for building use according to district policy and pay other applicable fees.