

## **Authorized Use of School-Owned Materials or Equipment**

The Board designates the superintendent and the building principals as the people authorized to approve or disapprove requests for the use of school equipment. In making this determination, the following guidelines shall be followed:

1. In determining whether to approve or disapprove requests for such use, preference shall be given to community organizations for events which hold a great deal of interest for local residents.
2. The community organization shall supply and pay for all needed consumable supplies for any borrowed piece of school equipment which uses consumable supplies.
3. The Board reserves the right to approve or disapprove any request for the use of any school equipment of substantial value that represents a financial outlay to the district in excess of \$1,000. In an emergency situation, the superintendent or building principal may grant a community agency the use of such a piece of school equipment if the community organization is unable to obtain private equipment and loss or damage to property or the community would result if the school equipment were not made readily available. If the Board approves a request for the use of any school equipment having substantial value, the Board may, as a condition of such approval, require a deposit fee to insure that the equipment will be returned in the same condition as when loaned.
4. Requests for use of school equipment shall be made to the superintendent or building principal who may either jointly or individually approve or disapprove the request. The superintendent would seek permission for use of school equipment from the Board. The decision of the building principal or superintendent shall be final, but the request may be deferred to the Board for its approval or disapproval. In considering any such request, the Board may grant or deny permission for the use of such school equipment, regardless of whether that person or organization does or does not meet the guidelines set forth in this policy.
5. Any organization or individual using school equipment shall pay for the needed repair or replacement of any piece of school equipment that has been damaged or broken during use.

6. Before any school equipment is used by any community organization, a representative of the organization shall agree, in writing, to be responsible for the piece of equipment during the time of its intended use by that organization. The organization shall agree, in writing, to repair or replace the piece of school equipment in the event it is damaged or broken during the time of its use. The organization shall waive any and all claims that it or any of its members might have as a result of the use of the equipment. The organization shall also agree, in writing, to hold the school district harmless for any and all damages or injuries that might result to persons or property during the time that the school equipment is being used by that organization.
7. In addition to community organizations, school employees may use school equipment if the following requirements are met:
  - a. Approval of such requests must be obtained from the principal of the school in which the equipment is located.
  - b. The employee shall sign a written agreement as outlined above.

ADOPTED: FEB. 16, 1993  
REVISED:

CROSS REF.: KF, Community Use of School Facilities