

SHALER AREA SCHOOL DISTRICT

No: 708

SECTION: PROPERTY

TITLE: LENDING OF SCHOOL OWNED EQUIPMENT AND BOOKS

ADOPTED: JULY 13, 1998

REVISED: JUNE 20, 2012

708. LENDING OF SCHOOL OWNED EQUIPMENT AND BOOKS	
1. Purpose SC 775	Items of district owned equipment shall not be loaned for non-school use off school property. If equipment is required for the use of those granted permission to use school facilities, it may be loaned in accordance with Board policy on the use of school facilities. Limited exceptions to this general rule are noted below.
2. Authority	<p>Use of specific items of equipment may be granted on the written request of the intended user and approval by the Superintendent.</p> <p>Note: It is not the intent of this policy to make district equipment available for individual/personal use. Only groups 1, 2, 3 & 4 as identified in Board Policy 707 may be considered for approval to use district equipment.</p> <p>The user of district owned equipment:</p> <ul style="list-style-type: none">• shall pay a deposit to ensure the safe return of equipment as per attached fee schedule.• is responsible for the equipment's safe return.• shall be fully liable for any damage or loss occurring to the equipment during the period of its use. Equipment must be returned in the condition in which it was received. The cost of any lost or damaged equipment will be deducted from the user's deposit and the remaining balance returned to the user within thirty (30) days.
School Code 801, 804	The district shall be reimbursed for any time an employee is taken from his/her regular duties to load, deliver, return or "check-in" borrowed district equipment.
Board Policy Pol. 707	Removal of school equipment from school property for personal use is prohibited by staff or students.