

LENDING OF SCHOOL AND DISTRICT EQUIPMENT

Background

District supplies and equipment are valuable resources that must be managed to ensure maximum benefit to the District. Employees are to minimize the use of District resources for purposes other than accomplishing official or otherwise authorized business of the District.

Procedures

1. In consultation with the staff of the school, the Principal shall draw up procedures for equipment use, care, maintenance and lending.
2. At the Principal's discretion, equipment may be lent to community groups for use within the school.
3. Requests for the loan of school equipment by individuals or organizations for use outside the school shall be at the Principal's discretion.
4. Proof of adequate insurance may be required.
5. Equipment shall be returned to the District in the condition it was borrowed or it shall be repaired or replaced by the borrower.
6. Any non-school based equipment shall be requested through the appropriate District Manager.

Reference: Sections 22, 23, 65, 85 School Act
Financial Information Act

Adopted: November 19, 2003
Amended: September 1, 2018