

## **7520 LOAN OF SCHOOL EQUIPMENT**

The Board of Education believes that school district owned equipment has been purchased for the benefit of the school district.

School owned equipment may be loaned for use off school premises that are related to the operation of the school district or for the benefit of the community. Equipment includes but is not limited to maintenance vehicles, electronic devices including computers, printers, video cameras and recorders, musical instruments, sports equipment, etc. The removal of school equipment from school property for personal use is prohibited.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish a task relating to their school or job responsibilities and with the approval of the Superintendent or designee.

School equipment may be removed from school property by a community organization only upon written request by the organization and with the approval of the Superintendent or designee. When such equipment requires the services of a qualified operator, the district shall designate a qualified person to operate the equipment and the community organization borrowing the equipment shall pay the costs for the equipment operator.

The borrower of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its loan and shall be responsible for its safe return.

Approved: June 27, 2000  
Reviewed: November 6, 2018