

Encl. 21, 3  
June 17, 2010

Newly Proposed

8330.1

## AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT BY MEMBERS OF THE COMMUNITY

The Board of Education shall permit the lending of school equipment (equipment is defined as tables, chairs, tents, microphones, and podiums) to community members upon written request on a first-come, first-served basis. School use of the equipment takes precedent over community requests.

Community members will be charged a flat fee of \$25 for the use of the equipment. An additional refundable deposit may be required to ensure that the equipment is returned undamaged and in proper working order. Not-for-profit and/or civic groups will be required to complete the Equipment Usage Agreement (8330.1-E) for the equipment detailed above. However, they will not be charged a fee.

Proper controls, via the Equipment Usage Agreement (8330.1-E) form, shall be established to assure responsibility for, and return of, all such equipment. Equipment may be borrowed for no more than two business days (excludes weekends and holidays). The Equipment Usage Agreement form shall be completed and signed by the community member and approved and filed by the appropriate supervisor/director.

The Superintendent shall, with the aid of administrators, develop an Administrative Regulation that would outline the guidelines to be followed for the lending, usage, and safe return of equipment.

Approved: