

David Douglas School District

Code: **EDC/KGF**

Adopted: 9/13/76

Revised/Readopted: 10/15/09; 3/10/16

Orig. Code(s): 3230.2

Authorized Use and Care of District Equipment and Materials

District materials and equipment will be used only by district personnel for district purposes on district properties. Exceptions to this policy must be approved by the superintendent or designee and authorized use shall be consistent with Oregon Revised Statute (ORS) Chapter 244.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the attached district equipment list must be adhered to. There may be equipment use fees. In the event of “excessive damage,” a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user’s responsibility.

Staff shall give vigilant attention to the care of district-owned textbooks, supplies, and all other district property, frequently inspect the same, and promptly report to district officers any damage or neglect.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 332.107](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Cross Reference(s):

KG - Community Use of District Facilities