

**Douglas County  
School District 15**

Code: **EDC/KGF**  
Adopted: 10/08/03  
Readopted: 5/18/15; 9/21/15  
Orig. Code(s): EDC/KGF

**Authorized Use of District Equipment and Materials**

The Board believes that although district equipment is purchased by taxpayers, the equipment is primarily purchased to provide for and/or enhance students' educational programs. It is the Board's responsibility to protect and maintain this equipment. The Board is also responsible for establishing guidelines concerning equipment which may be used by the public and conditions under which it can be used. Equipment will be available only to the district's community members, including Board members and school district employees when authorized by the superintendent. When such use is requested by the Board members and/or district employees, the superintendent shall also ensure such use is consistent with Government Standards and Practices Commission laws as set forth in ORS Chapter 244. Accordingly, no Board member or district employee shall use or attempt to use his/her position to obtain financial gain or avoid a financial detriment for himself/herself, or for any business with which he/she or his/her relative is associated that would not otherwise be available but for the Board member or employee holding of the official position or office.

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. Fees may be charged based on Board approved pricing schedules. 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.

END OF POLICY

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**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  
EDC/KGF - Authorized Use of District Equipment and Materials