

## **Non-District Use of the District Equipment**

### **Limitations**

Limits will be placed on types of equipment, length of check-out time, and amount of materials available for any single check-out.

1. Types of equipment not to be circulated for non-district use
  - a. Copiers
  - b. Video equipment (e.g. porto-paks, monitor/receivers, video cassette recorders, VTR cameras).
  - c. Office equipment (e.g. typewriters, power staplers, calculators).
  - d. Telescopes
  - f. Motorized (electrical/combustion) equipment and power tools
  - g. Ladders and scaffolding
2. Intergovernmental borrowing of equipment will be by written agreement and approved by the administrator responsible for that equipment.

### **District Priority**

The district shall have first priority on materials and equipment. Off-premises users scheduled items may be cancelled with no advance notice and material may be recalled at any time to serve the needs of the district.

### **Responsibilities of Users**

The borrowing individuals will be held responsible for the cost of repairs, loss, and expendable materials. Failure to pay for repairs, loss, and expendable materials will cause suspension of borrowing privileges by that organization or that private individual. Repeated failure to return the materials and/or equipment on time will serve as cause for suspension of borrowing privileges.

### **Appeal Process**

If there is any disagreement about the application of this policy, appeal may be made to the superintendent by letter. Action will be taken upon receipt of a written complaint stating the issue. If the action taken is unsatisfactory the individual may address the Board by (1) writing to the Board stating the concern and/or (2) contacting the Board's secretary and asking to be placed on the agenda of the next Board meeting.

**APPLICATION FOR USE OF EQUIPMENT**

Date \_\_\_\_\_

The undersigned hereby makes application on behalf of: \_\_\_\_\_  
(Name of individual or organization)

for permission to use: \_\_\_\_\_  
(Specify equipment desired) (Tag Identification #)

**(If more than one item, please list on additional sheet and attach to form)**

on date(s) \_\_\_\_\_ at the location of \_\_\_\_\_

This equipment will be returned \_\_\_\_\_  
(Date)

I agree to be responsible for the use of this equipment; and for any damage beyond the ordinary wear and tear or theft which may occur during the time it is in my possession. I further agree that the school equipment will be used in accordance with the rules and regulations of the Board.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Approved by: \_\_\_\_\_