

## **Authorized Use of School-Owned Equipment and Materials**

### Off-Site/Off-Hour Use by District Employees

The school system permits off-site/off-hour use of instructional equipment and other resources for educational purposes in accordance with the following guidelines:

1. The principal authorizes off-site/off-hour use of instructional resources by staff and/or students:
  - a. Documentation will be kept showing dates, locations and purposes of all off-site use.
  - b. Staff/Student users will be responsible for safe return of equipment.
2. Authorization for off-site/off-hour use will be limited to the following purposes:
  - a. Completing homework assignments.
  - b. Examining and using instructional software.
  - c. Developing programs for school use.
  - d. Preparing school-related materials and instructional plans.
  - e. Becoming familiar with equipment operation.
  - f. Other uses upon authorization from the school principal or superintendent.
3. Unauthorized uses include:
  - a. Activities for profit or hire.
  - b. Non-school activities such as financial record keeping.
  - c. Illegal activities.
  - d. Off-site use during school hours except when specifically authorized by the school principal or superintendent.

### Off-Site/Off-Hour Use by Non-District Employees

Instructional equipment will not be loaned to individuals or outside institutions. Individuals or outside institutions may request the loan of certain non-instructional equipment and materials by completing the "Equipment/Material Use Permit" and submitting it to the superintendent's office.

EQUIPMENT/MATERIAL USE PERMIT

\_\_\_\_\_ requests the use of (be specific)  
Name or Organization

\_\_\_\_\_  
\_\_\_\_\_

for the purpose of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

on \_\_\_\_\_.

Date(s)

1. The above-named person or organization assumes full responsibility for condition of said equipment during the time listed above and is liable for equipment broken, damaged or not returned by the work day following the last date of use as indicated above.
2. The above-named person or organization and its representatives hereby agree to hold the Silver Falls School District free and harmless from any and all claims of injury and demands of any nature including any judgments resulting from use of equipment or materials during the time this agreement is in effect.

Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\_\_\_\_\_  
Date approved      Signature of Building Principal

\_\_\_\_\_  
Signature of district official receiving equipment upon return

\_\_\_\_\_  
Date

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After equipment is returned, copies should be distributed to person or organization borrowing equipment and the building or department from which item(s) was borrowed.