

# Stanfield School District 61

Code: **KGF/EDC**  
Adopted: 11/8/94  
Readopted: 4/10/08; 10/14/10  
Orig. Code(s): KGF/EDC

## 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 district community members and district employees.

In all cases of public use, equipment shall not be used for private financial gain. An Equipment Use Request form must be submitted and approved and all conditions outlined on the Equipment Use Request form must be adhered to. Equipment-use fees will be established by the superintendent. In the event of "excessive damage," a fee will be determined according to the repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

All district owned vehicles shall be used for official district business only. There shall be no personal use of district vehicles. Vehicles will be stored and maintain on district grounds when not on official authorized business.

END OF POLICY

---

### Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

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

### Cross Reference(s):

KG - Community Use of District Facilities