

Willamina School District 30J

Code: **KGF/EDC**
Adopted: 2/14/05
Readopted: 5/09/05; 4/09/18

Authorized Use of District Equipment and Materials

District materials and equipment will be used only for school purposes by district personnel on district properties.

Exceptions to this policy must be approved by the superintendent and/or maintenance supervisor and authorized use shall be consistent with Oregon Revised Statutes (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. 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. No equipment may be transported off district property unless used for a district-sponsored activity without prior written superintendent approval and appropriate forms.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMMISSION, OREGON GOVERNMENT ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2010).

Cross Reference(s):

KG - Community Use of District Facilities

EDC/KGF - Authorized Use of District Equipment and Materials