

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
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LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education permits the use of some school district equipment by school personnel, students, community groups and other service groups from the School District, when such use does not interfere with the District's educational programs. School district equipment is defined as any movable hardware that is not normally identified as a part of a room or building.

Community groups and others are often engaged in activities that benefit the District and its students. This policy enables use of selected equipment and other materials on a limited basis that will not result in a cost to the District or disrupt educational programs.

Implementation:

- A. School equipment is not to be loaned for personal use at any time. To use school equipment for a school purpose away from the building or office to which the equipment is assigned, the borrower must have permission from the administrator in charge of the building or office prior to taking the equipment from the building/office.
- B. All borrowers will need to sign a statement of responsibility and acquire a signature of release from the district administrator, principal or their designee. Before release, the equipment will be checked for proper performance and the borrower will have received instructions on proper care and use. If the authorizing personnel feel the borrower is not qualified for the loan, the request shall be denied.