

SECTION: PROPERTY

TITLE: LENDING OF SCHOOL OWNED EQUIPMENT AND BOOKS

ADOPTED: February 5, 1998

REVISED:

COUNCIL ROCK SCHOOL DISTRICT

<p>1. Purpose SC 801 Pol. 707</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p style="text-align: center;">708. LENDING OF SCHOOL OWNED EQUIPMENT AND BOOKS</p> <p>Items of district owned equipment shall not be loaned for nonschool use off school property. If equipment is required for the use of those granted permission to use school facilities, it may be loaned in accordance with Board policy on the use of school facilities. Limited exceptions to this general rule are noted below.</p> <p>Use of specific items of equipment may be granted on the written request of the intended user and approval by the Superintendent and/or building principal but only when such equipment is unobtainable elsewhere.</p> <p>The user of district owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.</p> <p>Removal of school equipment from school property for personal use by staff or students is prohibited.</p> <p><u>Inter-School Requests</u></p> <p>From time to time it may be necessary to temporarily borrow some items of equipment and furniture from other schools in the district. In the long run, this could be economical and the practice should be safeguarded.</p> <p>When a principal, or teacher within his/her school, wishes to borrow equipment, that principal shall notify in writing the principal from whom the item is to be borrowed stating:</p> <ol style="list-style-type: none"> 1. The nature and quantity of the particular items desired. 2. The date and time when it will be picked up and the date and time when it shall be returned to the originating school.
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<p>School Code 801, 804</p> <p>Board Policy 707</p>	<ol style="list-style-type: none">3. The principal of the school from which the items are to be borrowed shall write his/her signature under the word "approved" or "not approved". If the latter is the case, a phone call to the principal concerned, explaining why this request cannot be honored, should be made. If there are several schools involved, the principal of the borrowing school must obtain the appropriate written signature of the principal of each school involved.4. No transfers will be made on the basis of telephone orders.5. The custodian(s) or commercial movers responsible for the physical transfer of the items shall present the letter of request bearing the approval of the principal when calling for it.6. It is the responsibility of the borrowing principal to see that all items are returned in good condition and on time.
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