

Section H

School-Community Relations

File Code: H-9

Policy: Use of School Equipment Outside of the Building

Date Adopted:

Date Recoded: 10/6/94

By Personnel:

- a. School personnel may use audio visual equipment outside of the building for school related functions at the discretion of the audio visual coordinator, with equipment scheduled directly by the coordinator.
- b. Other equipment will be used outside the building at the discretion of the person responsible for the equipment.
- c. School personnel using equipment for non-school related functions will apply for its use as per item IV.

By Students:

- a. Students may use equipment for school related functions at the discretion of the person responsible based on consultation with the teacher(s) involved.
- b. Students taking equipment from the building will be required to sign out for it and be checked out on its proper use.
- c. Students requesting use of equipment for non-school functions will apply as per item IV.

By Other Schools in the District:

- a. Equipment will be loaned to other schools at the discretion of the principal with any stipulations based on the situation.
- b. Public libraries in the district will be considered in the same categories as schools.

By Citizens:

- a. Citizens requesting use of school equipment for educational or approved organizational use will apply at least three days in advance of the date of use.
- b. Approval of such use will be at the discretion of the principal.
- c. An agreement will be signed before any equipment is taken for non-school use, with the user agreeing to return equipment in the condition in which it was received or restore it to such condition.
- d. Any citizen using equipment outside of the school will be checked out on its use and training given as required.
- e. If equipment requires an operator, the school reserves the right to require an operator's fee of \$5.00 per hour.

General Guidelines:

- a. In unusual situations, board approval would be required at the discretion of the principal.
- b. Uninsured equipment will not leave the building without board action.
- c. These policies will apply to all equipment.

Legal Reference:

Cross Reference:

Recode: 37.0