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**Section:**

**Title:**

**Date Adopted:**

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**No. 708**

**Property**

**Lending of School Owned**

**Equipment and Books**

1       708 . LENDING OF SCHOOL OWNED  
2               EQUIPMENT & BOOKS

3       **1. Purpose**

4       Items of district owned equipment shall not be loaned for non-school use of school property. If equipment  
5       is required for the use of those granted permission to use school facilities, it may be loaned in accordance  
6       with Board policy on the use of school facilities. Limited exceptions to this general rule are noted below.

7               *§ 801*

8       **2. Authority**

9       Use of specific items of equipment may be granted on the written request of the intended user and approval  
10       by the Board and only when such equipment is unobtainable elsewhere.

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12       The user of district owned equipment shall be fully liable for any damage or loss occurring to the  
13       equipment during the period of its use, and shall be responsible for its safe return.

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15       When equipment authorized for loan requires the services of an operator, the user shall employ the services  
16       of a person designated by the district and shall pay such costs as have been set for said hire.

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18       School equipment may be removed from school property by students or staff members only when such  
19       equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior  
20       approval of the Principal is required for such removal.

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22       School books may be used by pupils during vacations when permission is granted by the building principal.

23               *§ 804*

24               *School Code: § 801 et seq*

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