

Policies of the Board of Education

Section G Support Services

AUTHORIZED USE OF SCHOOL OWNED MATERIALS

700.16

The Board shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.

All equipment on loan must first be approved by the District Administrator and the necessary application and agreement form completed.

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Related policies 700.17

Adopted by the School Board March 8, 1993

**APPLICATION & AGREEMENT FOR USE OF
SCHOOL EQUIPMENT AND/OR TEXTBOOKS
LAKE COUNTRY SCHOOL DISTRICT**

Name: _____

Equipment or Texts: _____

(Please include serial numbers, book numbers)

Purpose for Use: _____

Length of use: Beginning date _____ Ending date _____

The undersigned applicant agrees:

- to abide by all rules and regulations adopted by the Board of Education governing the use of equipment and/or textbooks, (said rules and regulations being made a part and portion hereof by reference) and to see that the same are carried out and obeyed by others;
- to assume responsibility for and to make good any damage done to the textbooks or equipment during the period of use.
- to be responsible for your own set up and return of equipment/textbooks in a timely manner.
- Cross referenced to policy 500.6 (#4)

Accepted by: _____

Address

City

Phone

Date