

### **Loan of School Equipment**

Community groups and organizations may be allowed the use of District equipment or services outside of the school building only upon written approval and only for non-profit purposes by local, non-profit organizations.

Administrative Procedures for Determining and Allowing Use of District Equipment:

1. All non-school requests for use of District equipment will be submitted to the District Office.
2. The District Office staff will clear the availability and use of the equipment through the local school building and act upon the request following established policies.
3. The District Office staff will establish that proper transportation and planned use will not cause damage to the equipment. Damaged equipment will be repaired or replaced at borrowers' expense.
4. The District Office staff may authorize equipment loan usages by local, non-profit organizations and agencies for local, non-profit activities or purposes. Personal use of equipment by employees or local citizens is prohibited. In the event of an authorized loan, the usage is strictly limited to items which are readily portable, reasonably indestructible, and which cause no building or District inconvenience during the loan schedule.
5. The District Office staff will clear all questionable requests for equipment loan usage with the superintendent and/or School Board.

Permission granted for equipment usage by the District Office staff shall be made through the signing of a contract with a representative of the local group making the request. Use of computer equipment will require approval by the superintendent or designee of an equipment supervision plan and fee.

All direct costs of the request, such as overtime custodial assistance or returning of equipment, shall be included in the rental charge of the contract or assessed after the usage.

Community groups and organizations may be allowed to use other resources or services of the district with the approval of the superintendent.

Legal Reference: Code of Iowa

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