

**Loan to Community
Groups**

School equipment may be loaned to community groups for an educational, civic, or charitable purpose when:

1. The group requesting to borrow the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. The equipment requested is not expensive and subject to being easily damaged.
3. The equipment is in good condition.
4. The group will provide a competent operator for any machine requested for use.

**Use by District
Employees**

School equipment shall not be taken home by District employees for personal or nonschool-related use. Equipment may be taken home for school- or instructionally-related use with the approval of the immediate supervisor.

Computers and other electronic equipment purchased with local funds may be checked out through the technology department. Principals shall be responsible for all other kinds of equipment on their campus. Employees checking out the equipment shall be responsible for repair or replacement if the equipment is lost, stolen, or damaged in any way.