

Section A

The use of school equipment off school premises for activities which are not school-sponsored is generally discouraged. However, under extraordinary circumstances, the superintendent is authorized to approve such usage under Section B of the Board of Education policy on School Equipment Management.

Section B

Individuals who desire to use school equipment off school premises for activities which are not school-sponsored shall complete the form indicated on page 2 of these procedures and submit it to the principal's office.

Section C

The principal shall review the request and either disapprove it or recommend it to the superintendent for approval. The principal may telephone the principal's recommendation to the superintendent.

Section D

The superintendent shall review requests recommended by the principal and either approve or disapprove the request and inform the principal of the superintendent's decision.

Section E

The requesting individual shall be financially responsible for all lost or damaged school equipment used for activities which are not school-sponsored.

Request For Use of School Equipment Off School Premises
For Activities Which Are Not School-Sponsored

The use of school equipment off school premises for activities which are not school-sponsored is generally discouraged. However, under extraordinary circumstances, the superintendent may approve such usage. Individuals who desire to use school equipment off school premises for activities which are not school-sponsored shall complete the form below and submit it to the principal's office.

I request permission to use the equipment described below off school premises for the purposes, location, and dates indicated. I understand that I am financially responsible for any lost or damaged equipment used in this fashion.

Equipment Requested _____

Proposed Use and Location _____

Dates of Proposed Use _____

Requesting Individual's Signature _____ Date _____

Principal's Action: Recommended for Approval _____

 Disapproved _____

Principal's Signature _____ Date _____

Superintendent's Action: Approved _____

 Disapproved _____

Superintendent's Signature _____ Date _____

Adopted: October 7, 1985

Revised: February 28, 2000