

POLICY NO. 3065
Adopted: 2-28-79
Revised: 7-13-94
Revised: 2-27-02

USE OF DISTRICT MATERIALS, EQUIPMENT, AND SUPPLIES

POLICY:

School-owned equipment shall not be loaned for nonschool use off school property, with the following exceptions:

- A. Use of specific items of equipment by selected community groups (e.g., LSJAA, Scouts, PTA, etc.) may be granted on the written request (3065 F-1) of the intended user and approval by the Superintendent or his/her designee and only when such equipment is unobtainable elsewhere. In such instances, the user shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe and timely return.
- B. School equipment may be borrowed from school property by students or staff only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the principal (3065 F-1) is required. Borrowing of school equipment from school property for personal use by staff or students is prohibited. School books may be used by students during vacations when permission is granted by the building principal.
- C. Except in cases of emergency, school telephone calls shall be restricted to school business only. Staff who make long distance calls for personal "emergency" purposes must use personal calling cards or the caller must reimburse the District for the call within thirty calendar days.
- D. Certain school-owned equipment may be used in conjunction with rental of a school facility upon approval of the Superintendent or his/her designee.

Cross Reference:

Policy No. 1410: Community Use of School Buildings, Equipment, and Grounds; Fee Schedule

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PROCEDURES:

1. In cases where equipment is unobtainable elsewhere by selected community groups (e.g., LSJAA, Scouts, PTA, etc.), Form 3065 F-1 will be completed by the person borrowing school district equipment and it will be signed by the building principal and the Superintendent or his/her designee.
2. When borrowing school district equipment to accomplish tasks arising from school or job responsibilities, Form 3065 F-1 will be completed by the person borrowing the equipment and it will be signed by the building principal.

**Lake Stevens School District No. 4
Request to Borrow Equipment**

Date: _____

In accordance with Policy No. 3065, I hereby request permission to borrow the following Lake Stevens School District equipment to accomplish tasks arising for school and/or job responsibilities.

Description: _____

Reason: _____

Name of Individual: _____

Check Out Date: _____ Date to Be Returned: _____

Approved: _____ Disapproved: _____

Signature of Principal: _____

Signature of Superintendent/Designee: _____