

*KEYSTONE OAKS SCHOOL DISTRICT*

**Policy No.** 708

**Section** PROPERTY

# Policy Guide

**Title** LENDING OF SCHOOL  
OWNED EQUIPMENT AND  
BOOKS

**Adopted** AUGUST 21, 1989

**Revised** MARCH 19, 2001

<b>POLICY NO. 708 LENDING OF SCHOOL OWNED EQUIPMENT AND BOOKS</b>		
1. Purpose	Items of District owned equipment shall not be lent for nonschool use off school property. If equipment is required for staff use, it may be lent in accordance with Board policy on the use of school facilities. Limited exceptions to this general rule are noted below.	SC 801
2. Authority	Permission to use equipment may be granted on the written request of the intended user and on approval by the Superintendent, but only when such equipment is unobtainable elsewhere.	
3. Guidelines	<p>The use of District-owned equipment 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 return.</p> <p>When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the District and shall pay costs set for said hire.</p>	

**POLICY NO. 708  
LENDING OF SCHOOL OWNED  
EQUIPMENT AND BOOKS**

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school responsibilities. Prior approval of the Principal is required for such removal.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School Code

801