

**USE OF SCHOOL EQUIPMENT BY DISTRICT EMPLOYEES  
AND ALL DISTRICT RESIDENTS**

The Amery School District authorizes the use of school equipment under the following conditions:

- \* Use of Equipment On or Off School Premises - Equipment may only be authorized for use if it: (1) furthers the educational experiences of students and/or enhances the educational productivity of the district, or (2) provides an educational or community service. Equipment may not be used for personal business venture or personal use. School equipment may not be removed from school premises without the authorization of a building administrator, district administrator or appropriate coordinator. This policy prohibits the washing of personal vehicles by district employees on school property.
- \* Use of Special Equipment - Training may be required for the use of special equipment (e.g., video cameras), or a user group may be required to hire a trained staff member to operate the equipment. This decision is made by the appropriate school official. For policy purposes, "appropriate school official," means the administrator in charge of the department or building, district administrator or community education coordinator.
- \* Use of Equipment for Community Education Purposes -the community education coordinator and another appropriate school official must authorize all equipment used for community education purposes.
- \* Use of Equipment by Community Service Organizations - Community service organizations that contribute to the welfare and benefit of residents of the school district and its children may be allowed to use district equipment. The designated leaders of the organizations are responsible for: obtaining permission to use the equipment; equipment use; the proper care of the equipment; and, return of the equipment to the building from which it was obtained. Such responsibility must be verified by the personal signature of the officer, or such alternate as may be designated by him/her, upon a form prepared by the school district for this purpose.
- \* Use of Equipment by Non-School Youth Groups - Youth groups may use school equipment under the same conditions as outlined above for adults. Student use of school equipment must also be under the direct supervision of an adult, non-student.

Persons using school equipment are responsible for returning it in the same condition as when it was taken, or be responsible for its repair or replacement. An administrator, or the supervisor responsible for the equipment, prior to being loaned out, inspects the condition of the equipment. It is also inspected by the administrator or supervisor upon return.

District equipment may be used on school premises by community organizations or groups for educational, recreational and civic activities when approved as part of a facilities use agreement. Such use may not interfere with regularly scheduled curricular and co-curricular activities.

An application for the use of equipment must be completed for all equipment use requests. Individuals or groups using school equipment are responsible for damaged equipment and may be charged a maintenance fee for specialized equipment. This decision is made by the appropriate school official.

All requests for the use of school equipment must be made at least one week in advance of need.

APPROVED:        August 21, 1995