

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

708-AR-0. LENDING OF EQUIPMENT TO OUTSIDE GROUPS

Equipment may be lent to approved nonschool organizations and groups who use or rent school facilities in accordance with Board policy and administrative regulations.

The district will lend equipment to a nonschool organization or group when deemed appropriate by designated administrators.

All requests for lending of district equipment will be determined on an individual basis. Approval of a loan agreement on one occasion should not be construed as a blanket approval for future loans or requests for equipment.

Application/Approval Procedure

In order for district equipment to be lent to a nonschool-related organization or group, the established procedure must be followed:

1. Copies of the Equipment Loan Agreement Request will be available in the district administration office.
2. A representative of the organization or group requesting the loan of the equipment must complete and sign the Equipment Loan Agreement Request.
3. Completed form must be submitted to the Business Manager or designee.
4. Business Manager will ensure the following when determining approval of the request:
 - a. Equipment requested is in good working condition.
 - b. Equipment requiring an operator for use will be operated by a district employee or an operator designated by the district, and the requesting organization or group will pay the cost of this service.
 - c. Transportation of equipment will be handled by the requesting organization or group, under the supervision of a district employee or designated representative.
5. Business Manager may consult the Superintendent before approving any request.

6. When a request is approved, the Business Office will maintain a copy of the approved Agreement Request and will forward a copy to the building principal or immediate supervisor responsible for the equipment.
7. Business Office will send a copy of the approved Agreement Request and a copy of Board policy and administrative regulations to the representative of the organization or group.

When equipment is returned, it will be inspected for damage by the building principal or immediate supervisor responsible for the equipment. Any damages will be reported immediately to the Business Manager.