

OFF-SCHOOL PREMISES USE OF SCHOOL-OWNED EQUIPMENT/MATERIALS BY INDIVIDUALS AND GROUPS

School Employees, organizations, and individuals residing in the Colby School District may occasionally use school-owned equipment and materials off school premises subject to the following conditions:

1. Approval must be obtained from the district administrator or designee, who will inform the person responsible for maintaining the inventory.
2. Equipment and materials are loaned or rented for only that period of time which has been approved. The district administrator or designee may demand return of items prior to the due date.
3. All items are to be returned in a clean as well as operable condition. The borrowers must not abuse or misuse any items. Any loss or damage of items, regardless of fault, will be the borrower's personal responsibility to repair or replace to the satisfaction of the district administrator or designee.
4. The district administrator or designee reserves the right to deny the use of equipment and materials.
5. No items may be altered or disposed of without approval by the district administrator or designee.
6. Before release, the equipment and materials will be checked for proper performance, and the borrower will have received instructions on proper care and use.
7. Equipment and materials may not be used for a proprietary nature, illegal activities, or activities which interfere with school-related functions.
8. User fees and/or security deposit of \$50, if applicable and determined by the district administrator or designee before approval, must be paid in advance.
9. Unless there are unusual circumstances, the following equipment and materials should not be loaned or rented: pianos, computers, duplicating machines, vacuum or steam cleaners, welders, shop machinery and power tools, vehicles, lawn equipment, snow blower, televisions, and video-recorders. The district administrator or designee also has the right to refuse use of other school property to any person or organization.