



UNIFIED SCHOOL DISTRICT 220 USE OF EQUIPMENT POLICY & PROCEDURES

ADOPTED POLICY:

Use of District Personal Property and Equipment KGA

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or/_____) and will be refunded when the equipment is returned in working order.

ARTICLE VII - SECTION XIII

LOANING OF EQUIPMENT AND RENT OF BUILDINGS

The board requires that the loaning of all equipment must be arranged through the administration and that it must be signed for before its acquisition can be made.

Proof of insurance must be provided or each participant must have a signed waiver indicating that USD 220 is not responsible for any accidents.

The school board reserves its legal rights to refuse any or all applicants the rent or loan of school facilities. They will not be used at any time that might interfere with school functions. The responsibility for renting and loaning and keeping the calendar for these facilities is with the superintendent of schools. Applications for rental or borrowing that may seem to be questionable will be referred to the board.

The district's backhoe will not be loaned or leased to any outside organization or individual.



RENTAL PROCEDURES:

USD 220 EMPLOYEES:

REQUEST: Employees of USD 220 may request the use of district equipment directly to administration.

RENTAL FEE/DEPOSIT: Employees of USD 220 will be responsible for the cost associated with operating the loaned equipment; no deposit will be required.

USD 220 GENERAL PUBLIC:

REQUEST: All public request for use of USD 220 equipment must be submitted using the online request form found on the USD 220 website (District Information – Facilities/Equipment Request).

Once the form is completed, administration will notify the Superintendent of the request. The requesting party will be notified of approval within 30 days of the request.

RENTAL FEE/DEPOSIT: A fee of \$100 per hour for the use of USD 220 equipment will be mandatory on all approved request; a 50% deposit will be required prior to issuing the equipment to the renting party.

INSURANCE:

Appropriate insurance (if applicable) will need to be provided prior to using USD 220 equipment.

DAMAGES:

All parties utilizing USD 220 equipment will be responsible for any damages to equipment. The cost of repairs will be determined by district administration and charged to the renting party.

WAIVER:

USD 220 assumes no responsibility for any accidents, injuries, or damages associated with the use of equipment.

Name of Renter

Date

Name of Administrator

Date

Total Cost: _____ Deposit Amount: _____ Paid: Yes/No