

POLICY: <u>LOAN OF EQUIPMENT</u>		# <u>404</u>
SECTION: <u>400</u> : <u>Facilities and Equipment</u>		Page <u>1</u> of <u>1</u>
APPROVAL/REVISION	EFFECTIVE	REVIEW
DATE: <u>June 11, 2013</u>	DATE: <u>June 11, 2013</u>	DATE: <u>June 2018</u>
CROSS REFERENCE: <u>Indemnity Permit</u>		

A: **POLICY**

1. The Board of Trustees approves the loan of equipment for activities deemed educational when this equipment is not being used for educating students by school/department.

B: **GUIDELINES**

2. **Eligibility**

- 2.1 Organizations, such as the Trustees, Teacher Associations, Catholic School Advisory Councils, Student Councils, parishes, and other groups or individuals directly connected with education are eligible for the loan of equipment.

3. **Control**

- 3.1 The Principal/Superintendent is responsible for equipment assigned to their school/department.
- 3.2 Equipment to be loaned must receive prior approval in writing by the Principal/Superintendent of the school/department.
- 3.3 The borrower is required to sign an **Indemnity Permit** for the loan of equipment and agreed to the written regulations.
- 3.4 Indemnity permits are to be kept on file in the school/department.
- 3.5 The borrower assumes full responsibility for transportation, maintenance, care and return of equipment.
- 3.6 In cases of loss or damage to the equipment, the cost of repair or replacement is to be borne in full by the borrower.