

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Equipment and Supplies: Borrowing and Renting</b>	Descriptor Code: <b>3.301</b>	Issued Date: <b>05/13/14</b>
		Rescinds:	Issued:

- 1 Equipment and/or supplies may be borrowed or rented with the permission of the principal. Parties
- 2 borrowing or renting such equipment shall be responsible for any damage.
  
- 3 Staff members may borrow school equipment and materials at no cost when such use is directly related
- 4 to their employment.
  
- 5 Students may borrow school equipment and materials at no cost when such use is directly related to
- 6 their studies or extracurricular activities.
  
- 7 Vehicles, vocational-type equipment, and cleaning and maintenance equipment shall not be borrowed
- 8 or rented for personal use by anyone.
  
- 9 The director of schools shall develop procedures to ensure proper controls, monitoring, and returns of
- 10 all borrowed or rented equipment or supplies.
  
- 11 The director of schools shall annually prepare a schedule of rental fees to be approved by the Board.