

Van Buren County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Leasing and Renting	Descriptor Code: 3.301	Issued Date: 06/17/99
		Rescinds:	Issued:

1 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal.
2 Parties in whose name the equipment is lent or rented will be responsible for any damage to the
3 equipment.

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5 Staff members may borrow school equipment and materials at no cost when such use is related to
6 their employment.

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8 Students may borrow school equipment and materials at no cost when used in connection with their
9 studies or extracurricular activities.

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11 The general public may rent audio-visual equipment such as movie, filmstrip or public address systems
12 when requested by responsible parties or organizations.

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14 Staff members borrowing school equipment for personal use will be subject to the same regulations,
15 including fees, as for non-school usage.

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17 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and
18 shop tools), and cleaning and maintenance equipment are not for personal use by anyone.

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20 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.

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22 The Board will approve and periodically review a rental fee for the use of school equipment.
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