



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: LOAN OF SCHOOL EQUIPMENT
POLICY NUMBER: KCC
DATE OF ORIGINAL POLICY: 7/5/2005

EFFECTIVE DATE: 6/20/17
DATE OF NEXT REVIEW: 6/2020
DATED: 6/20/17

I. PHILOSOPHY:

Periodically, there is a temporary need for a school employee or a non-profit community organization to borrow equipment that may not be otherwise available to them to complete an important project or task. Therefore, the Shonto Governing Board of Education establishes the following policy.

II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board of Education, Inc., to permit the temporary use of school equipment by employees or to non-profit community groups for educational, civic, or charitable purposes when appropriate procedures have been followed to borrow school equipment and the request has been approved by a person who has the authority to approve such requests with the following additional conditions:

1. The group or employee borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. The equipment is not unusually expensive and subject to easy damage.
3. The equipment is in good condition.
4. Outside use of the equipment will not interfere with the school program.
5. Must be returned immediately to school when asked, in good working condition.

III. EXCEPTIONS TO POLICY:

1. Employees or community groups who have abused district equipment in the past, not compensated the district for damages, or who have not returned it according to established deadlines shall be denied access to district equipment.
2. School district vehicles and the backhoe are not subject to loan by school employees or community groups.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. LIABILITY

1. The user of school owned equipment shall be fully liable for any damage or loss



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occurring to the equipment during the period of its use, regardless of the assignment of negligence and shall be responsible for its safe return.

2. Any organization or group using school equipment shall designate two of its members as being in charge and responsible for the use and the overall conduct of the people involved in its operation.
3. The Shonto Preparatory School shall not be liable to user, and user waives all claims for injury, death, or damage to persons or property sustained or caused by user.

B. COMPETENT USER

The user of the equipment must be a competent operator, as determined by the principal, district administrator or designee. If the potential user cannot provide a competent operator, the school will attempt to hire equipment at the expense of the user.

C. BOARD MEMBER USE OF EQUIPMENT

Board members may borrow school equipment for themselves but not as agents for other community groups. If a board member is permitted to use school equipment, the Superintendent is directed to provide disclosure to the other members of the Board.

V. DELEGATION OF AUTHORITY:

Every supervisor and administrator is to review the contents of this policy with his or her staff in August.

VI. REPORTS:

None

VII. FORMS:

Use of Equipment Form as attached.

VIII. REVIEW DATE:

The policy will be revised as needed to fulfill state and/or federal statutes and will expire three (3) years after its acceptance unless re-approved.



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IX. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson
Superintendent

Date: 6/20/17

Approved: June 20, 2017

Established: 

Martha Tate, President,
Shonto Governing Board of Education, Inc.