

Administrative Procedure 3022 MR1
Borrowing, Lending and Renting Equipment

The following guidelines are to be observed when borrowing or lending equipment:

1. To or From Agencies or Organizations

- 1.1 Requests by outside agencies to use school equipment are to be processed on the *Use of School Facilities Application Form*, which must be approved through the school board office in the usual manner.
- 1.2 Schools wishing to borrow equipment from an outside agency must issue a purchase order to cover the loan, whether or not there is a charge. **Full disclosure of any liability involved in borrowing the equipment is to be noted on the purchase order** (i.e., who will pay if the equipment is lost or damaged).

If the maintenance department is required to pick up and deliver the equipment, such a request is to be noted on the purchase order. When a loan with such a request has been approved, a copy of the purchase order will be forwarded to the maintenance department.

2. To or From Students or District Employees

- 2.1 The attached *Equipment Rental/Loan* form must be used when renting or lending any item owned by the district or by a school to a student or to a district employee.

When appropriate, a copy of the completed form should be sent to the applicable department supervisor or district manager.

- 2.2 Any adaptations or amendments made to this form for specific situations or pieces of equipment must be approved by the secretary-treasurer.

School District No. 71 (Comox Valley)

EQUIPMENT RENTAL/LOAN FORM

School/Department		Date
Student/Employee		
Parent/Guardian		
Address		
	Postal Code	Phone

CONTRACT - I have rented/borrowed and received the following from the school or school district:

Description	Serial Number	Value	Rental Rate
Condition:			
Date of Return:			

I understand that rented or loaned equipment is **NOT** insured by the school district or the school and that I am liable for the cost of replacement if lost or stolen and for any damage beyond normal expected wear. I will not loan this equipment to anyone, and will ensure that it is properly cared for.

I will return this equipment at the end of the rental period or upon leaving school, whichever comes first.

Signature of Student or Employee

Signature of Principal/Supervisor or Designate Signature of Parent/Guardian of Student