

Superior-Greenstone District School Board

Section FACILITIES & GROUNDS

Policy Name LOANING OF EQUIPMENT

408

Board Approved: _____
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June 16, 2009
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Reviewed: _____
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Review by: **December 2027**
~~December 2021~~

POLICY

It is the policy of the Superior-Greenstone District School Board to authorize the loan, on a short-term basis, of school equipment for use off school premises only under specific circumstance and with proper records and monitoring.

PROCEDURES

1.0 Authority

The Principal of each school is the only local employee authorized to loan equipment.

Should the Principal feel at any time that the loaning of equipment is not in the best interests of the school, students or the Board, the Principal has the authority to refuse the request.

2.0 Types of Loans

2.1 Inter-School

The sharing of equipment between local schools within the Board in a community is to be encouraged, especially in instances where one unit may serve the needs of more than one school.

2.2 "Community" Loans

Equipment may be loaned to community organizations when its use is for an educational or otherwise beneficial community purpose, as determined by the Principal. **The loaning of equipment excludes the following- Hand tools, power tools, ladders, scaffolds, cleaning equipment such as scrubbers and polishers, machinery for grounds keeping, snow removal and any consumable materials.**

2.3 "Contractor" Loans

Equipment and material loaning to contractors is not permitted. In the event there is a need for use of SGDSB tools or material. The Contractor must submit a request in writing to both the Plant Manager and the Coordinator of Maintenance. Approval may be granted in writing and any tools used must be recorded by

Maintenance Working Foreman and any material used will be billed directly to contractor.

3.0 Responsibility of Borrower

In all cases, the borrower signing for the loan must assume full responsibility for repair or replacement in the event of damage or loss.

A responsible adult must sign for equipment.