

742 AUTHORIZED USES OF SCHOOL-OWNED EQUIPMENT

School equipment was purchased for educational purposes.

School district equipment may be permitted to leave school property with a district employee with prior authorization of the District Administrator or his/her designee. Use of equipment by staff should be limited to school-related activities. If staff request use of equipment for personal reasons, they should follow the same rules as for the public. Any employee who uses school equipment off district property is liable for the equipment and will be responsible for any repairs or replacement necessary if the equipment is damaged.

The District Administrator may allow outside organizations or individuals to rent district equipment. Equipment loans or rentals must not interfere with the school use of such equipment. The District Administrator may approve use of school-owned equipment applying the following guidelines:

1. The equipment must be listed or itemized, and shall not include bleachers or risers; hand and power tools; vehicles; grounds or maintenance equipment; and personal protective equipment such as football helmets, football pads, etc.
2. The purpose of the request must be lawful and clearly stated.
3. The length of time the equipment is to be used must be clearly stated.
4. The renter is liable for any damage done to the equipment and will be responsible for any repair or replacement costs associated with repairing or replacing the equipment.
5. The group or individual will indemnify and hold harmless the school district for claims arising out of the use of the equipment.
6. Proof of appropriate liability insurance shall be given.

The District Administrator or his/her designee shall establish the rental amount based on the type of equipment and length of time the equipment is rented.

The district reserves the right to reject any or all requests to use school-owned equipment.

School vehicles shall not be used by either staff or community members for personal purposes.

LEGAL REFERENCE: Wisconsin Statutes, Section 120.13 (17)

APPROVED: May 12, 2003

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