

Business and Non-Instructional Operations

Equipment

Authorized Use of School Equipment or Property

The Orange Board of Education shall permit the use of district equipment by school personnel and community groups when such use does not interfere with the Orange school district's educational programs. "District equipment" is defined as any movable hardware that is not normally identified as a part of a room or building, including chairs, risers, portable stages, audio-visual equipment, tools, physical education equipment, computers, etc.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation and insurance. Users shall be responsible for reimbursing the Orange School District for lost or damaged equipment.

The Board reserves the right to deny use of equipment for non-school use if the equipment is unusually expensive, subject to easy damage, not in good condition, or essential to the continued operation of the schools. The group must provide a competent operator of the equipment which is being loaned.

Principals, administrators and coordinators shall be authorized to release equipment assigned to their building or department in accordance with this policy and established administrative rules.

Personal Use of School Equipment by Employees

School equipment shall not be used by any employee or Board of Education member for his/her personal use at any time. No equipment may be removed from school premises for personal use of any employee.

The Superintendent shall work with each principal to develop specific procedures for the use of school equipment by employees working in the regular or extracurricular program during times when school is not normally in session.

Similar procedures shall be developed for maintenance and custodial employees performing duties outside regular working hours.

Policy adopted: May 13, 2013

Business and Non-Instructional Operations

Authorized Use of School Equipment or Property

No equipment of any nature shall be removed from any school at any time without the express permission of the school principal or his/her designee. When permission is obtained, the borrower must sign a checkout sheet with a designated time sheet indicating the time the equipment will be in use, so that the principal will know where the equipment assigned to his/her school can be found when needed. In no case shall the loan of equipment interfere with the regular school programs.

Legal Reference: Connecticut General Statutes

[10-221](#) Board of education to prescribe rules

Regulation revised: May 13, 2013