

## **LOAN OF EQUIPMENT AND/OR MATERIALS**

### **Background**

The Division is responsible for all matters relating to the operation of its schools including the loan of equipment and/or materials to staff members or community associations.

### **Procedures**

1. Equipment and/or materials may be loaned to staff members or community associations for activities that are deemed educational, at times when this equipment is not being used for educating students by a school/department. A damage deposit may be levied.
2. The loan of equipment and/or materials to staff members shall be the responsibility of the principal or designate. The individual signing the form on behalf of a community association accepts personal responsibility. Equipment lost or destroyed while on loan will not be replaced at Division expense.
3. Equipment and/or materials available for loan shall only be made available following the completion of the Loan Request form.
4. The person completing the Loan Request form is liable for the cost of repair and/or replacement of equipment which is damaged, broken, lost or stolen while in his/her possession.

Reference: Section 85, 87, 109, 110, 343, Education Act

Reviewed: August 2015