

## **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 materials to staff members and community associations.

### **Procedures**

#### 1. Eligibility & Purpose

1.1 Equipment and materials may be loaned to staff members or community members for educational purposes when they are not required for student instruction.

1.2 A damage deposit may be required.

#### 2. Approval & Responsibility

2.1 The principal or designate is responsible for approving loan requests for staff members.

2.2 Community associations must designate an individual to sign the Loan Request Form, accepting personal responsibility for the borrowed items.

#### 3. Liability & Replacement

3.1 Equipment that is lost, damaged, or destroyed while on loan will not be replaced at School/Division expense.

3.2 The individual or organization borrowing the equipment is responsible for the cost of repair or replacement in cases of damage, loss, or theft.

#### 4. Loan Request Process

4.1 All loan requests must be submitted using the Loan Request Form (Form 548-1).

4.2 Equipment or materials will only be loaned after the completion and approval of this form.

Reference: Section 85, 87, 109, 110, 343, Education Act, Form 548-1

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