POLICY 1350
EQUIPMENT USE BY COMMUNITY GROUPS

Community groups may use District equipment in District buildings provided that such use is identified in the facility use permit request or rental contract and is approved by the building principal.

No District equipment shall be used by any community group outside of the District building to which it is assigned without the specific written approval of the Superintendent of Schools or designee.

LEGAL REF.: Wisconsin Statutes
Section 120.13(17) [Board power; temporary use of district equipment]

CROSS REF.: Rule 1220, Cable Television
1300, Facilities Use
3800, Asset Management
3810, Employee Use of District Equipment (Other Than Technology Equipment)
3900, Insurance Management

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: February 25, 2003
December 19, 2006

RULE 1350
EQUIPMENT USE BY COMMUNITY GROUPS

1. Permission for use of District equipment by community groups in District buildings may be confined to that necessary for seating arrangements, microphones, audio-visual equipment and food services requirements.
2. Permission to use other District equipment may be given by the building principal. The needs of the educational program, and the sensitivity or scarcity of the equipment will be considered prior to granting approval for use.
3. Permission for use of District equipment outside of District buildings shall be limited by the conditions cited above and shall be for a worthy community purpose as determined by the Superintendent of Schools or designee.
4. An equipment loan contract must be completed with appropriate approval signatures by the building principal and the Superintendent/designee. The form must provide assurance that the borrowing party accepts full and unconditional responsibility for any equipment damage or loss and will reimburse the District within a reasonable time for the applicable repair/replacement cost. Equipment with replacement value of $1,000 or more must have the written approval of the Superintendent.