

## **BORROWING, LENDING, RENTING AND USE OF EQUIPMENT**

### **Background**

Items essential to the performance of an employee's duties are to be provided by the District from public funds except where tradition is to the contrary, as in the case of certain tradespeople.

Where an employee feels it necessary or desirable to use personal property in the furtherance of his or her duties, the employee may do so subject to this Administrative Procedure, in which case loss or damage of the property will be treated as loss or damage of District property. Failure to follow these procedures shall free the District from all or any obligation in matters relating to the use, loss, damage, or wear of such personal property.

Procedures for borrowing equipment from, or lending or renting equipment to, outside agencies and organizations, as well as to and/or from students or employees, shall be in accordance with this Administrative Procedure.

### **Procedures**

The following procedures are to be observed when borrowing or lending equipment:

#### **1. To or From Agencies or Organizations**

- 1.1. Requests by outside agencies to use school equipment are to be processed on the Use of School Facilities Application Form (Form 550-1), which must be approved through the District office in the usual manner.
- 1.2. Principals wishing to borrow equipment from an outside agency must issue a purchase order to cover the loan, whether or not there is a charge. Full disclosure of any liability involved in borrowing the equipment is to be noted on the purchase order (i.e., who will pay if the equipment is lost or damaged).
  - 1.2.1. If the maintenance department is required to pick up and deliver the equipment, such a request is to be noted on the purchase order. When a loan with such a request has been approved, a copy of the purchase order will be forwarded to the Director of Operations.

#### **2. To or From Students or District Employees**

- 2.1. The attached Equipment Rental/Loan form (Form 549-1) must be used when renting or lending any item owned by the District or by a school to a student or to a District employee.
  - 2.1.1. When appropriate, a copy of the completed form is to be sent to the applicable department supervisor or District manager.

- 2.2. Any adaptations or amendments made to this Equipment Rental/Loan Form (Form 549-1) for specific situations or pieces of equipment must be approved by the Secretary-Treasurer.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act  
Workers' Compensation Act  
Occupational Health and Safety Regulation

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