

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 742 - USE OF DISTRICT-OWNED FURNITURE OR EQUIPMENT

- A. Individuals and organizations requesting to use district-owned furniture or equipment must complete a "Use of District-Owned Furniture or Equipment Request Form" (Exhibit 1) and submit to the District Administrator or designee.
- B. Upon return of furniture or equipment, a "Return of Property Receipt" (Exhibit 2) will be completed.
- C. Individuals and organizations borrowing or renting furniture or other equipment must be instructed in the use of equipment permitted by this policy.
- D. Users will be responsible for the safe return of all furniture and equipment. If furniture or equipment is lost or damaged during the time it is under the user's care, the user must pay replacement or repair costs to the satisfaction of the District Administrator or designee.
- E. If school personnel are required to facilitate transportation or set-up of the furniture or equipment, actual costs will be charged to the group.

ADOPTION DATE: December 12, 2005

REVISION DATE(S):

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CROSS-REFERENCE: Policy 742 Use of District-Owned Furniture or Equipment
Exhibit 1, Use of District-Owned Furniture or Equipment
Request Form
Exhibit 2, Return of Property Receipt

LEGAL REFERENCE: Section 120.13(17) Wisconsin Statutes