

POLICY

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 3514

EQUIPMENT

Equipment purchased by the board of education is intended for support of the educational program.

The chief school administrator shall oversee the maintenance of all district educational and non educational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the chief school administrator. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return. The user will provide satisfactory proof that they can provide for repair or replacement of the item.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment. The borrower will provide the district with a certificate of insurance evidencing that they have comprehensive liability, general liability in a limit not less than \$1,000,000 each occurrence and \$2,000,000 in aggregate, workers compensation, and automobile insurance, the board of education will be named as additional insured on the borrower's policy.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the chief school administrator is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

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