

**Policy**

---

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 noneducational 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 or his/her designee. 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.

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.

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 principal is required for such removal.

Removal of school equipment from school property for personal use is prohibited. See policy 3260/3270.

**Adopted by Board: November 20, 2007**  
**Amended: April 14, 2009**  
**Amended: January 17, 2012**

Key Words

Loaning District Equipment

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation

**Possible**

**Cross References:** \*1330 Use of school facilities  
\*1410 Local units

EQUIPMENT (continued)

- \*3250 Income from fees, fines, charges
- \*3510 Operation and maintenance of plant
- \*3516 Safety
  
- 3530 Insurance management
- 4143 Extra pay for extra work
- \*4147 Employee safety
- 4243 Overtime pay
- \*4247 Employee safety
- \*5142 Pupil safety

\*Indicates policy is included in the Critical Policy Reference Manual.