



Policy 4032  
**LOAN OF SCHOOL/DISTRICT  
EQUIPMENT**

Adopted: 1999-11-09	Reviewed: 2002-10-22	Amended: 2018-05-18
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SUBJECT: **LOAN OF SCHOOL/DISTRICT EQUIPMENT**

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- a) Equipment used in every day operation of a school may only be loaned out with the permission of the Principal or the Executive Officers in his/her absence. Any repairs and/or replacement necessary beyond normal mechanical failure will be the responsibility of the person to whom it is loaned. No equipment will be loaned without a proper sign out procedure.
- b) Equipment of a district nature and not in every day use by the school may only be loaned out with the permission of the Secretary-Treasurer or designate. The same qualifications as above (a) will apply.