

Banks School District 13

Code: **EDC-AR**
Adopted: 9/9/96
Readopted: 7/10/00
Orig. Code(s): EDC-AR

Authorized Use of District-Owned Materials

1. For authorized use of district-owned materials supervisors shall implement a system to include at a minimum:
 - a. Person who has possession;
 - b. Date material left building;
 - c. Condition of material;
 - d. Any assessment made for loss or damage.
2. For materials such as tables, chairs and other items which are not easily damaged, a \$25 returnable deposit will be required.
3. Materials or equipment, where there is a real danger of damage, such as computers, VCR equipment, power tools, cameras, AV equipment, etc. will not be loaned to the public or to the staff for personal use.
4. Students and staff who use equipment must demonstrate proficiency in its operation before checking it out.
5. The public will not be allowed to use district-owned equipment in the building where there is a real danger of injury to the equipment or person.