

**AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

The MSAD #68 School Board will permit loan of school equipment (e.g., projection equipment, public address system) away from school premises upon written request by responsible parties or organizations and administrative approval. Responsibility for equipment rests with the individual making the request.

Upon written request and administrative approval, the School Board will permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls will be established to assure the borrower's responsibility for and return of all such equipment.

First Reading:           June 2, 1999

Second Reading and Adoption:   August 4, 1999