



## Equipment Loans Administrative Procedure 4.10

4.0 Community Engagement

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**Board Governance Policy Cross Reference:** 1, 2, 3, 6, 7, 16, 17

**Legal Reference:**

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**Date Adopted:** October 1997

**Date Amended:** March 2016, November 2024

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### Authorized Off Site Use of Division Owned Materials

A. Equipment may be loaned only to non-profit community organizations.

Equipment may be loaned only upon submission of a request in writing to the Principal or the Buildings Supervisor. A copy of this request shall be submitted to the Board Office.

The written request shall state:

1. The requesting organization;
2. The equipment required;
3. The date required;
4. The organization undertaking responsibility for any damage done to the equipment
5. The organization undertaking responsibility for returning the equipment.

B. Equipment may be rented to other organizations. Fees shall be comparable to those charged commercially. A written request shall be submitted the same as in (A) above.

School based equipment is the responsibility of the Principal. All other equipment is the responsibility of the Buildings Supervisor.