

Authorized Use of School-Owned Materials

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations. However, no seats, chairs, audio-visual aids equipment, or other furniture and equipment shall be removed from any building for other than school purposes, except by permission of the Superintendent of Schools or his/her designee.

Staff members may use school equipment when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment will be returned as borrowed; and if not, any damages will be the responsibility of the borrower.

APPROVED: February 11, 2008