



AP 540 – LOAN OF EQUIPMENT AND/OR MATERIALS

BACKGROUND

The Division is responsible for all matters relating to the operation of its schools including the loan of equipment and/or materials to employees, school parent councils or community associations.

PROCEDURES

1. Equipment and/or materials may be loaned to Division employees, school parent councils or community associations for activities that are deemed educational, at times when this equipment is not being used for educating students by a school/department.
2. The loan of equipment and/or materials to Division employees shall be the responsibility of the school Principal, branch manager, or his/her designate. The individual signing the form on behalf of a community association or school parent council accepts personal responsibility. Equipment lost or destroyed while on loan will not be replaced at Division expense.
3. Equipment and/or materials available for loan shall only be made available following the completion of the Loan Request form.
4. The person completing the Loan Request form is liable for the cost of repair and/or replacement of equipment, which is damaged, broken, lost or stolen while in his/her possession.

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